REVENUE BRANCH

# SCS User Guide

## (Scale Administration and Control System)

BRITISH COLUMBIA

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# Preface

In 2000, the government-wide decision to abandon mainframe technology forced an immediate conversion of all mainframe software systems (SCS was one of them) to an Oracle/Web platform. Only selected systems enjoyed a re-write while others, including SCS, were simply converted. The subsequent SCS conversion, while mimicking the old system as much possible, did not match its functionality. A suite of flaws and user-unfriendliness were present in the new system that did not previously exist.

While some maintenance has been done to restore functionality, this is basically the system that is in use today. With that in mind, this manual is intended to help the user to perform all functions in SCS, while acknowledging that the system has some user unfriendliness built in. This manual provides interim guidance until the planned re-write (with an associated new manual) can be completed.

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# Introduction to SCS 1

The Ministry of Forests built the Scale Administration and Control System (SCS) to support the ministry's administrative and data control requirements for scale sites, scalers, and mark/site designations. Figure 1.1 provides an overview of SCS and the links to other systems.

*The Scale Administration and Control System provides for the management of scalers by:*

- Tracking licenses, appointments, authorizations, and training history,
- Maintaining a control table of training required for license types and reporting scalers who have not completed upgrade requirements, and
- Tracking scaling activity (i.e., volume) by scaler.

*SCS provides for the management of scale sites by:*

- Tracking site detail, owner, and operator information,
- Issuing site authorizations and conditions of scale, and
- Tracking scaling activity (i.e., volume) by scale site.

*SCS provides for the management of check scales and site inspections by:*

- Tracking site inspection detail (can be uploaded from the ministry's CHECKS handheld system),
- Tracking check scale detail (can be uploaded from the ministry's CHECKS handheld system).
- Monitoring compliance

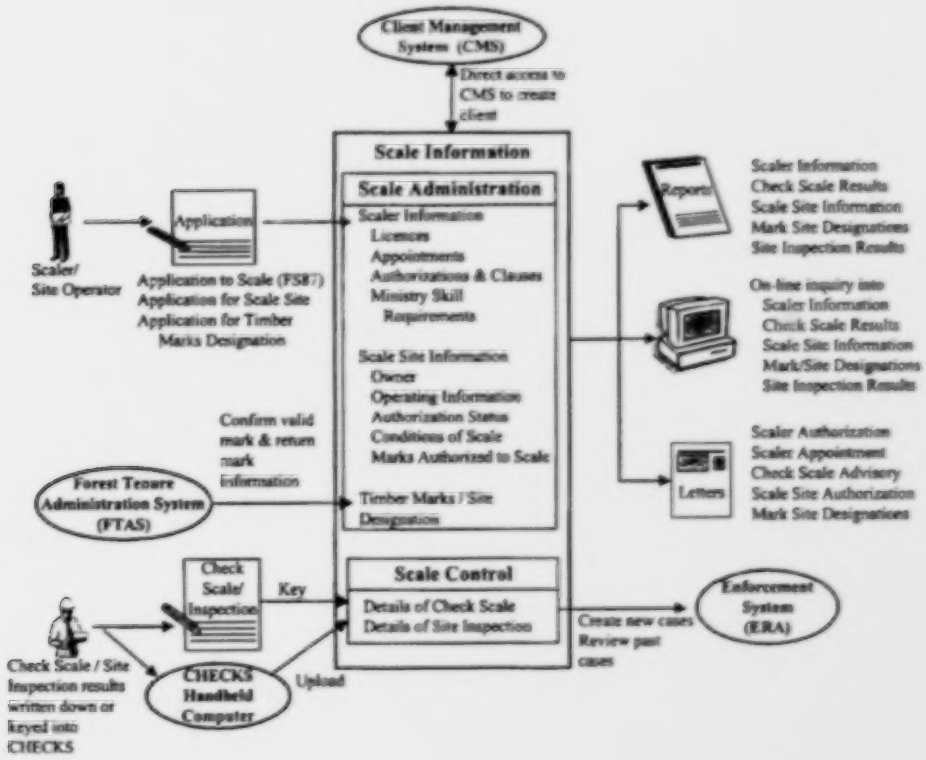


***Figure 1.1 Scale Administration and Control System.***

# Navigation 2

## 2.1 Menu Navigation

In SCS, all tasks start from the Scale Administration - Main Menu screen. This is the screen that you see first when you open SCS.

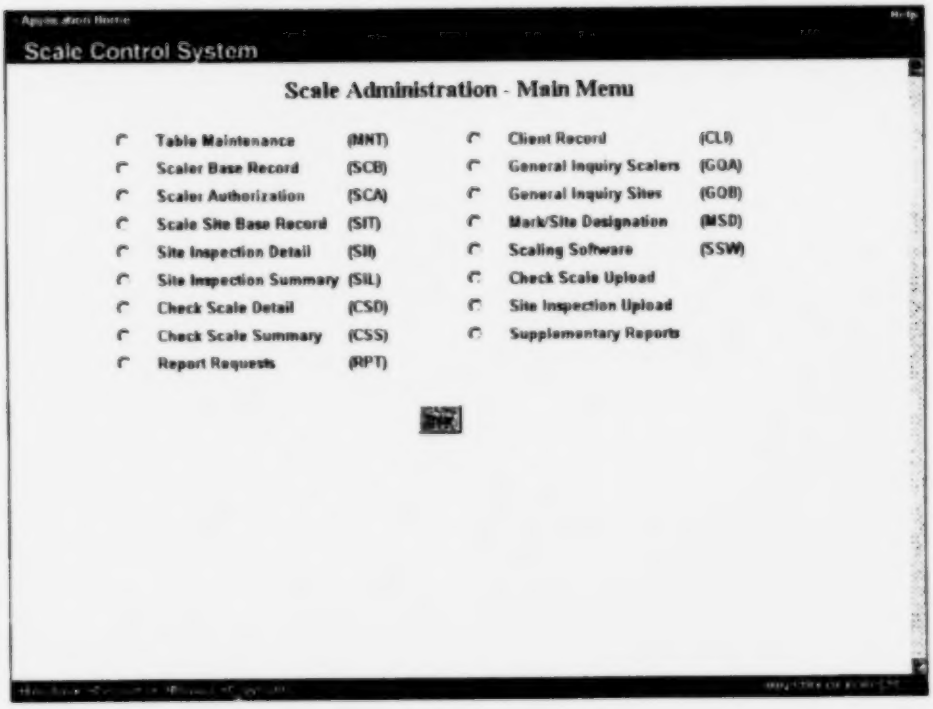


***Figure 2.1 Scale Administration Main Menu (SCS Main Menu).***

This screen presents a variety of menu items. Each item represents one of SCSs main functions. Behind each menu option are the SCS screens that are used to perform the function. For example, selecting the 7th menu option, Check Scale Detail, will display a screen where the results of a Check Scale can be entered. To navigate to a screen from the Main Menu, you click the radio button beside the menu item, then click the Enter button at the bottom of the screen.

After a menu option is selected you will be brought to another screen that asks for addition information. The required information varies between menu items. Generally you will be asked to choose an action you would like to perform (i.e., View, Add, Update and Delete) and possibly provide other information such as the Org Unit that you are interested in.

After entering the required information, the main screen for the SCS function will be displayed.

Step-by-step instructions for all procedures in SCS are provided.

## 2.2 General Navigation Information

The following are various pieces of information that will help you navigate through in SCS.

### 2.2.1 Command Buttons

To be able to perform a function in SCS (i.e., add, update), you have to first click the appropriate mode button. You can then make the desired changes.

| Command Button Name | Action |
|---|---|
| Add | The application will be set to Add Mode |
| Update | The application will be set to Update Mode |
| Delete | The application will be set to Delete Mode |
| View | The application will be set to View Mode |
| Print | On clicking the Print button the Report screen is displayed on a new browser window. |

### 2.2.2 Yes/No Fields

Values 'Y' or 'N' indicate 'Yes' or 'No' respectively.

### 2.2.3 Messages

All messages are displayed at the top of the screen. Messages include Information messages, Error messages and Warning messages.

- Information messages are prefixed with 'I',
- Error messages are prefixed with 'E', and
- Warnings are prefixed with 'W'.

*Sample*

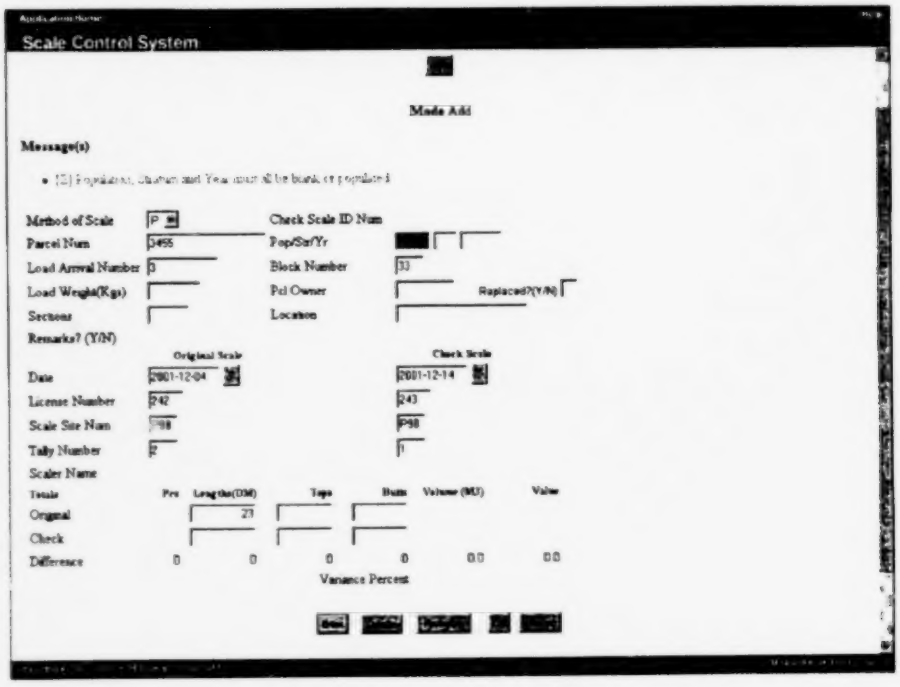


***Figure 2.2 Messages.***

The field that needs correction is highlighted in red.

### 2.2.4 Date Fields

Dates are entered in the text field in 2 ways:

1. You can enter the date manually. It must be in the format 'YYYY-MM-DD' (i.e., 2003-03-01).

2. You can select the date from the calendar, which is available by clicking on the button next to the date field. A 'Calendar pop up screen' is displayed - clicking on a date, the date will be displayed in text form in its associated text field.

### 2.2.5 Navigation for Screen with Multiple Records

When there are multiple records that can be viewed, and the details of each record are shown on one screen, navigation is done by using the buttons labelled < and >.

Click on the button labelled > to see the next record, and on the button labelled < to view the previous record. The screen also shows the total number of records and the number of the record being displayed.

*Sample*

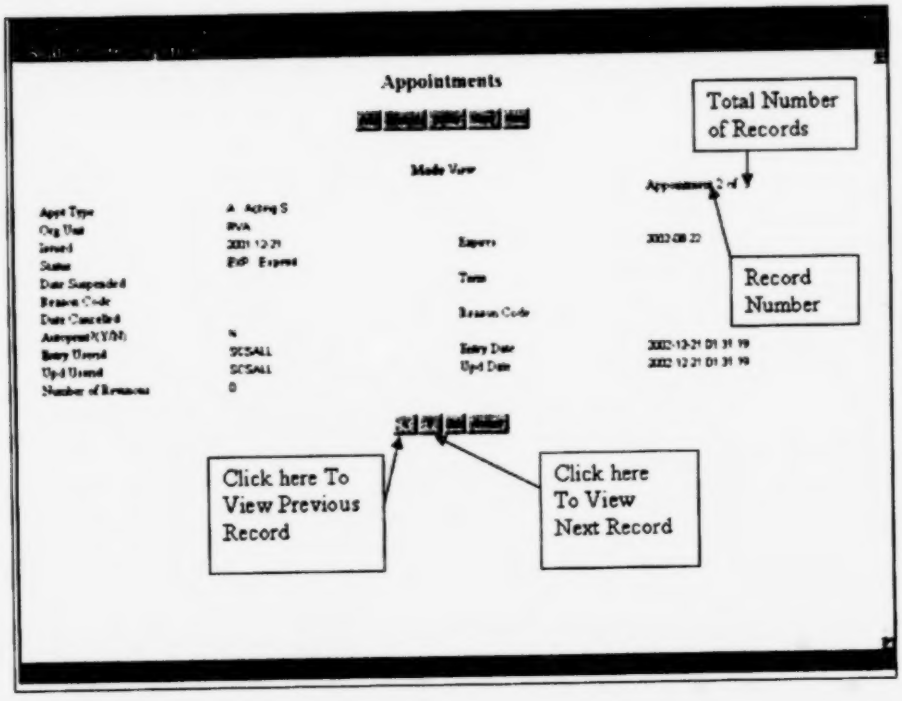


***Figure 2.3 Navigation in Details Screen.***

### 2.2.5.1 Navigation in the Summary Screen

When multiple records exist in a summary screen, only one set of records is seen at a time.

The number of the record displayed is shown.

Example:

Lines 1 to 6 of 10

To view the other records, click on the link at the bottom of the screen.

*Sample*

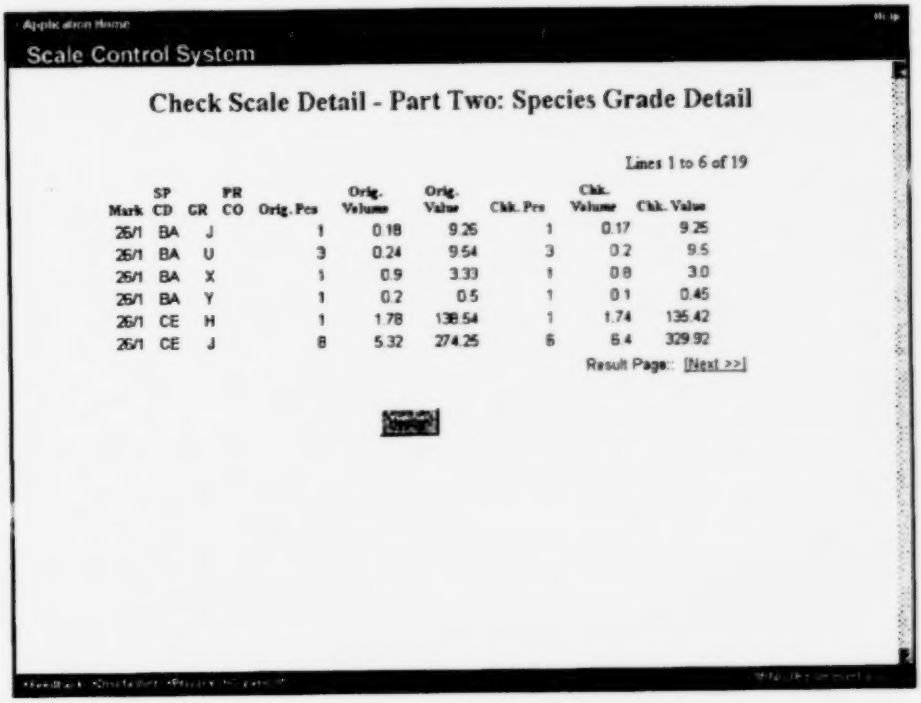
Scale Control System
Check Scale Detail - Part Two: Species Grade Detail
Lines 1 to 6 of 19
Mark SP CD GR PR CO Orig. Pcs Orig. Volume Orig. Value Chk. Pcs Chk. Volume Chk. Value
26/1 BA J 1 0.18 9.26 1 0.17 9.25
26/1 BA U 3 0.24 9.54 3 0.2 9.5
26/1 BA X 1 0.9 3.33 1 0.8 3.0
26/1 BA Y 1 0.2 0.5 1 0.1 0.45
26/1 CE H 1 1.78 138.54 1 1.74 135.42
26/1 CE J 8 5.32 274.25 6 6.4 329.92
Result Page: [Next >>]

***Figure 2.4 Navigation in Summary Screen.***

### 2.2.6 Exiting from a Screen

- To return to a previous screen, click on the button labelled **Cancel**, and
- To exit to the SCS main menu, click on the button labelled **Exit**.

For screens which have been called from a different module:

- Click on button labelled **Cancel** to return to the Object Identifier screen of the new module, and
- Click on the button labelled **Exit** to exit to the SCS main menu screen.

### 2.2.7 Help

A help option is provided with each screen, at the top right. When clicked, a new window is displayed providing help for the screen. Click the button labelled **Close** to close this window.

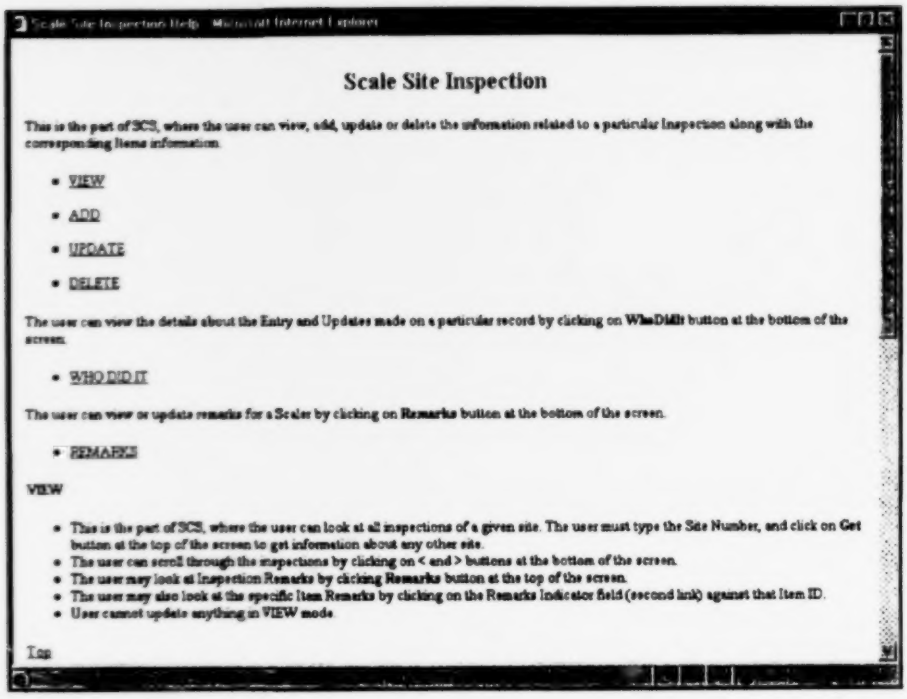
Scale Site Inspection
This is the part of SCS, where the user can view, add, update or delete the information related to a particular Inspection along with the corresponding Items information.
VIEW
ADD
UPDATE
DELETE
The user can view the details about the Entry and Updates made on a particular record by clicking on WhoDidIt button at the bottom of the screen.
WHO DID IT
The user can view or update remarks for a Scaler by clicking on Remarks button at the bottom of the screen.
REMARKS
VIEW
This is the part of SCS, where the user can look at all inspections of a given site. The user must type the Site Number, and click on Get button at the top of the screen to get information about any other site.
The user can scroll through the inspections by clicking on < and > buttons at the bottom of the screen.
The user may look at Inspection Remarks by clicking Remarks button at the top of the screen.
The user may also look at the specific Item Remarks by clicking on the Remarks Indicator field (second link) against that Item ID.
User cannot update anything in VIEW mode.
Top

***Figure 2.5 Help Screen.***

The help for the **WhoDidIt** screen is available in the **help** screen, for the part of SCS containing the 'WhoDidIt' button. Click the **WHODIDIT** link to open the WHODIDIT help screen in a new window. The **Remarks**, **Optional Clauses** and **Custom Clauses** help screens are similar.

### 2.2.8 Other Features

Navigation to related screens within SCS is done through buttons and links. Navigation to a different application is possible only through the main menu, or through buttons on the screens. Each application will open on a new browser window.

# Procedures 3

Before a new scaler or scale site can be added to SCS, they must first have an associated record registered in the Client Management System. The following explains how to check if a scaler or company has been entered into Client, and how to add them if they have not.

## 3.1 Find/Add Client

To maintain Client information, enter the Client Maintenance application by clicking on the radio button beside **Client Record** on the SCS Main menu screen, then click the **Enter** button. The application will open in a new window.

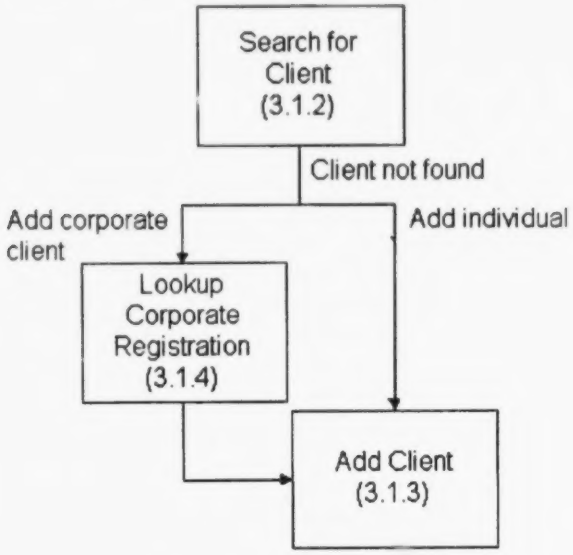


***Figure 3.1 Find/Add Client.***

### 3.1.1 Search for Client

This procedure walks you through the steps to search the Client System to determine if a scaler or scale site is set-up.

- From the SCS Main Menu, select the item number 10, Client Record. This will open the Client Management System in a new screen,
- Click Enter at the bottom of the screen to bypass this screen,
- This will bring you to a screen where you can search for a client:
  - key in the client name,
  - key in the full name or the beginning of the client name (i.e., enter Smi to find all of the Smiths),

    - for individuals, key in the Surname and, optionally, the first name, and

- for other entities, key in the corporation name in the surname field.

- Click Enter

  - if there are no matching clients, a message will be displayed that says "No client retrieved for given search criteria ". You will need to add the client.

  - if there is one matching client, the client record will be displayed.

  - f there is more than one matching client, a list of the clients will be displayed. To select a specific client, select the radio button beside the name and click Enter.

If you did not find the client, you can add the scaler or scale site to the Client system using the procedure referred to in Section 3.1.3, Add a Client.

If you are adding an entity other than an individual you should look up the corporate registration information first using the procedure referred to in Section 3.1.4, Look-Up Corporate Registration.

### 3.1.2 Add a Client

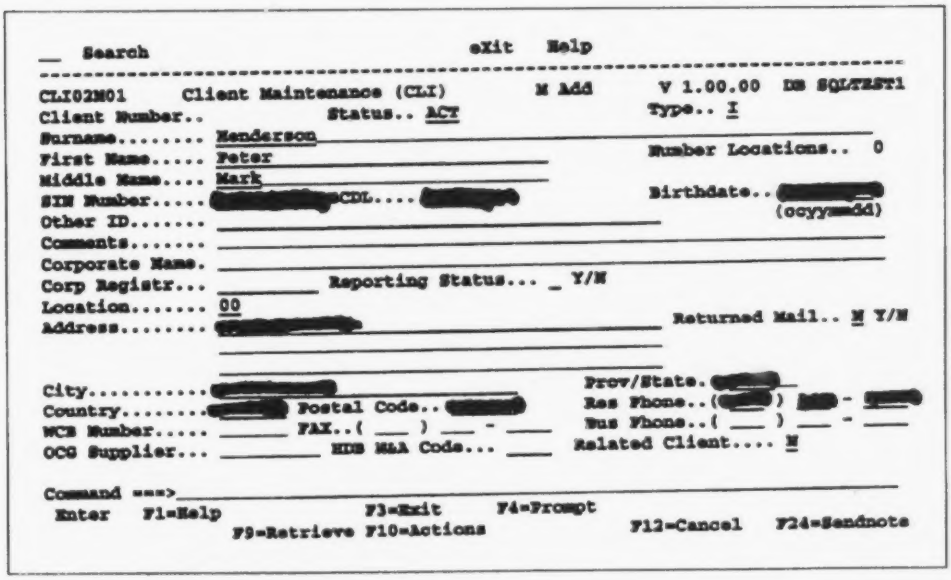
__ Search eXit Help
CLI02M01 Client Maintenance (CLI) M Add V 1.00.00 DB SQLTEST1
Client Number.. Status.. ACT Type.. I
Surname..... Henderson
First Name..... Peter
Middle Name.... Mark
SIN Number..... CDL....
Other ID.....
Comments.....
Corporate Name.
Corp Registr... Reporting Status... _ Y/N
Location..... 00
Address..... Returned Mail.. N Y/N
City..... Prov/State.
Country..... Postal Code.. Res Phone..( ) -
WCB Number..... FAX..( ) - Bus Phone..( ) -
OCG Supplier... HDB M&A Code... Related Client.... N
Command ===>
Enter F1=Help F3=Exit F4=Prompt
F9=Retrieve F10=Actions F12=Cancel F24=Sendnote

*Figure 3.2 Add Client (Individual).*

Before adding a client, you must search to see if the client exists. This procedure assumes that you have completed the procedure referred to in Section 3.1.2, Search for Client.

- Change to Add mode: there is a bit of a trick to this. The "Add" button that switches you into "Add Mode" is only displayed when you are already viewing a full client record. So, you must first go into a client record (you can search for one at random), then once you are viewing the record, click the "Add" button at the top of the screen.
- For an individual, enter the following required client information:
  - Type 'I',
  - Surname,
  - First Name,
  - City,
  - Prov/State,
  - Country,
  - SIN and/or Birthdate (optional),
  - Address,
  - Postal Code.

- For an entity other than an individual, key in the following required information:
  - Type 'C',
  - Corporate Name,
  - Corporation Registration Number,
  - Reporting Status,
  - Address,
  - City,
  - Prov/State,
  - Country,
  - Postal Code.
- Click Enter to save the client information
  - a Client Number will be assigned to the client.

### 3.1.3 Look-up Corporate Registration

In order to add an entity other than an individual to the Client System, the corporate registration information is required. At least one individual in your office should have access to the Corporate Registry through BC Online; work with this individual to complete the following steps:

- Confirm client is registered:
    - search for the client in the Corporate Registry through BC Online. Check to make sure that the client is a registered company.
- Look up key information:
    - the following information is required when adding the client to the Client system:
        - Legal Name,
        - Corporation Registration Number,
        - Reporting Status.

### 3.1.4 Troubleshooting

If you have any questions or problems with the Client system please contact the Client analyst at FORHVAP.CLIADMIN@gems3.gov.bc.ca.

## 3.2 Maintaining a Scaler

### 3.2.1 Scaler Base Record

***Figure 3.3 Scaler Base Record - Object Identification Screen.***

#### 3.2.1.1 Displaying the Scaler Base Record Screen

- The Scaler Base Record Screen can be found from the Scale Administration Main Menu screen.
- Click on the radio button beside **Scaler Base Record**, then click on the button labelled **Enter**. The Scaler Base Record Object Identification screen is displayed.
- You can View, Add, Update or Delete a Scaler Base Record from this Screen.

### 3.2.1.2 Adding a Scaler Base Record

- Click on the radio button labelled **Add**.
- Click on button labelled **Enter**.
- The Scaler Base Record add screen will be displayed:

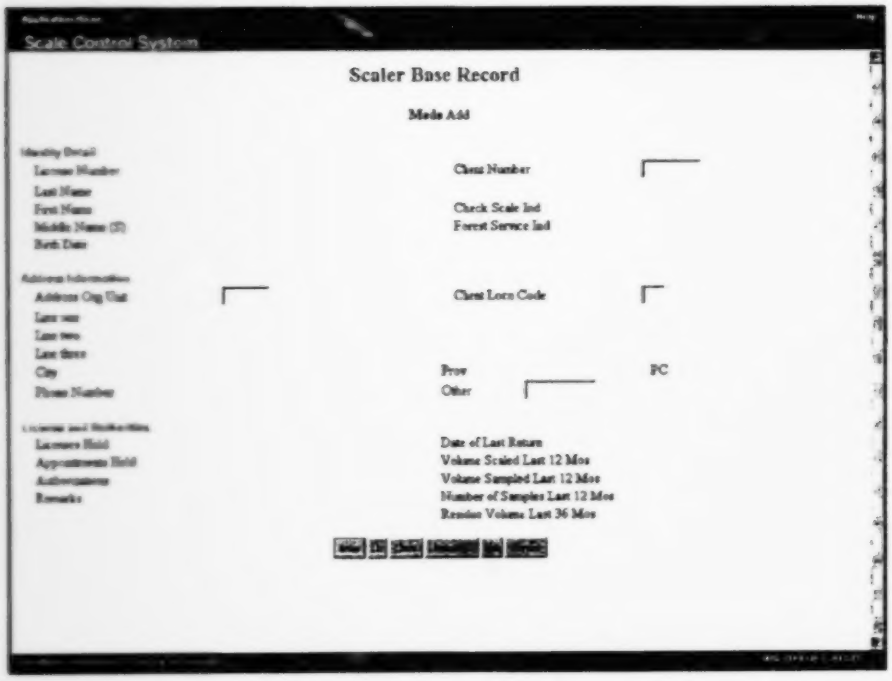


***Figure 3.4 Scaler Base Record Add Screen.***

- Add a valid 'Client number' in the Client Number Field. Click on the button labelled **Client** to go to the Client Maintenance screen to add a new client or to get information about an existing client.
- Add a valid 'Org unit code' in the Address information.
- Add a valid 'Client location code' corresponding to the 'Client number'.

**Letter Codes for Adding a Scaler Base Record**

| | |
|---|---|
| License Type: | S = scaling<br>C = cruising (not currently used)<br>R = residue and waste |
| Grade Certification: | B = both<br>C = coast<br>I = interior<br>N = none |
| Class: | A = acting<br>L = licensed |
| Appointment Type: | A = acting<br>C = check scaler<br>F = forest service<br>O = official |

**Add Remarks**

- Click on **Remarks** button to add Remarks. The Remarks screen will be displayed in a new window in Add mode. Enter remarks and click on the button labelled **Enter** to save the remarks and go back to the Scaler Base record Add screen.

**Add a License (mandatory)**

- Click the **Lic** button to add license information. The License Detail Screen will be displayed. License is mandatory, as the Scaler Base record is not added without it. Refer to the Scaler License section to find out how to add a license (Section 3.2.2.1.2). After the license is added, the License Detail View screen is displayed. Click on **Cancel** to come back to the Add mode of Scaler Base Record.

- Click the button labelled **Enter** to add the record. The Scaler Base record view screen will be displayed. You can add Appointments, Training Details, Authorization and Check scale details from this mode. For more details refer to: "For viewing the details of the Scaler Base Record" (Section 3.2.1.3).

- Click the button labelled **Cancel** to return to the previous screen.

- Click the button labelled **Exit** to return to the Main Menu.

### 3.2.1.3 Viewing the Details of the Scaler Base Record

- On the Scaler Base Record Object Identification screen, you can give either a combination of license number and license type, only license number, a combination of client number and license type, or only client number as input parameters. If both license number and client number are given as inputs, the client number will be used for record retrieval.

- You can check for the client number using the Client button. The Client button opens the Client Management System application in a new window. You can check for the client number using the client's last name. The client number can then be used as an input parameter for the Scaler Base Record retrieval.

- Click on the radio button beside **View**.

- Click on the button labelled **Enter**.

- Scaler Base Record View Screen will be displayed.

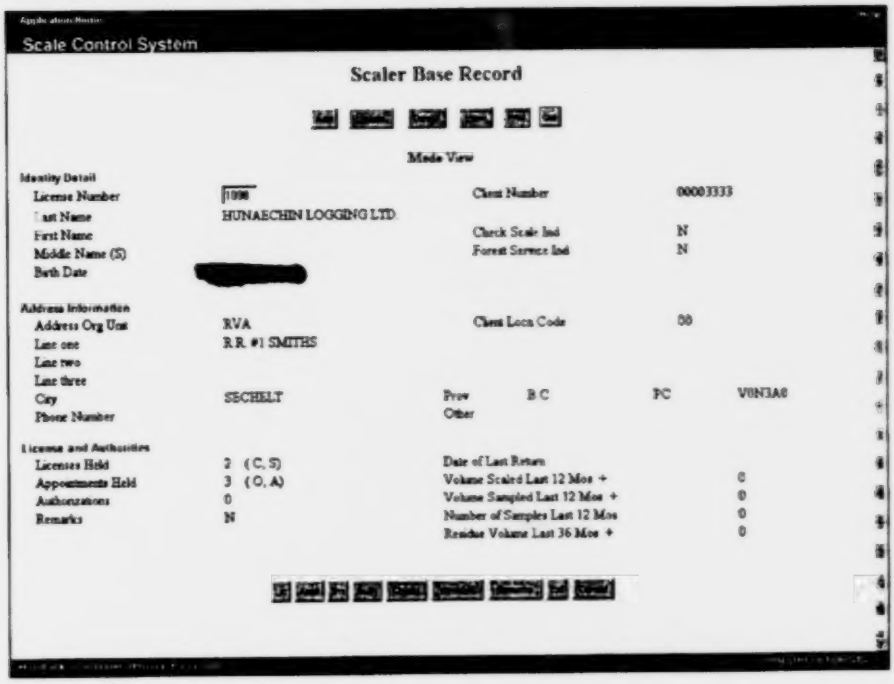


***Figure 3.5 Scaler Base Record View Screen.***

- For viewing the details of the another scaler, change the License Number in the text box to the new License number and click on the button labelled **Get**.

- You can view or edit information regarding License, Appointment, Training History, Scaler Authorization, Check Scale Detail, Whodidit and Remarks by clicking on the corresponding buttons displayed at the bottom of the screen.

- The displayed record can be updated by clicking on the update button at the top of the screen. The Scaler Base Record Update Screen will be shown.

- New records may be added by clicking on the button labelled **Add** on the top of the screen. The Scaler Base Record Add Screen will be shown.

- The displayed record can be deleted by clicking on the button labelled **Delete**, which is displayed at the top of the screen. The Scaler Base record Delete screen will be shown.

**To View License Information**

- Click on the button labelled **Lic** in the Scaler Base Record View Screen.

**To View Appointment Information**

- Click on the button labelled **Appt** in the Scaler Base Record View Screen. The Scaler Base Appointment Screen is shown.

**To View Training History**

- Click on the button labelled **Trn** in the Scaler Base Record View Screen. The Scaler training History screen will be displayed in View mode.

**To View Scaler Authorization**

- Click on the button labelled **Auth** in the Scaler Base Record View Screen. The Scaler Authorization View screen will be displayed.

**To View Check Scale Detail**

- Click on the button labelled **Chkscl** in the Scaler Base Record View Screen. The Check scale summary screen will be displayed. Refer to the "Check Scale Summary" section for more information (Section 3.6).

**To View 'Whodidit'**

- 'Whodidit' displays the information regarding the identity of the user of the system who added or updated the record. It also displays the date and time of the information entry, or last update.

- The revision count field specifies the number of times the information was updated.

- To exit from the screen, simply click on the button labelled **Cancel**.

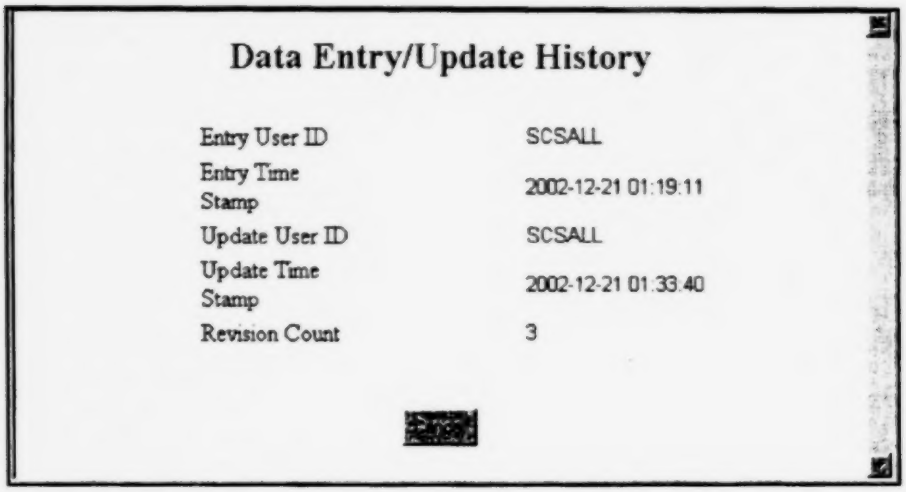


***Figure 3.6 'Whodidit'Screen.***

**To View Remarks Information**

- Click on the button labelled **Remarks** in the Scaler Base Record View Screen. The Remarks screen will open in a new window.

### 3.2.1.4 Updating a Scaler Base Record

- On the Scaler Base Record – Object Identification Screen enter either of the valid input parameters as mentioned in "Viewing a Scaler Base Record" (Section 3.2.1.3).
- Click on the radio button beside **Update**.
- Click on the **Enter** button.
- The following screen will be displayed:

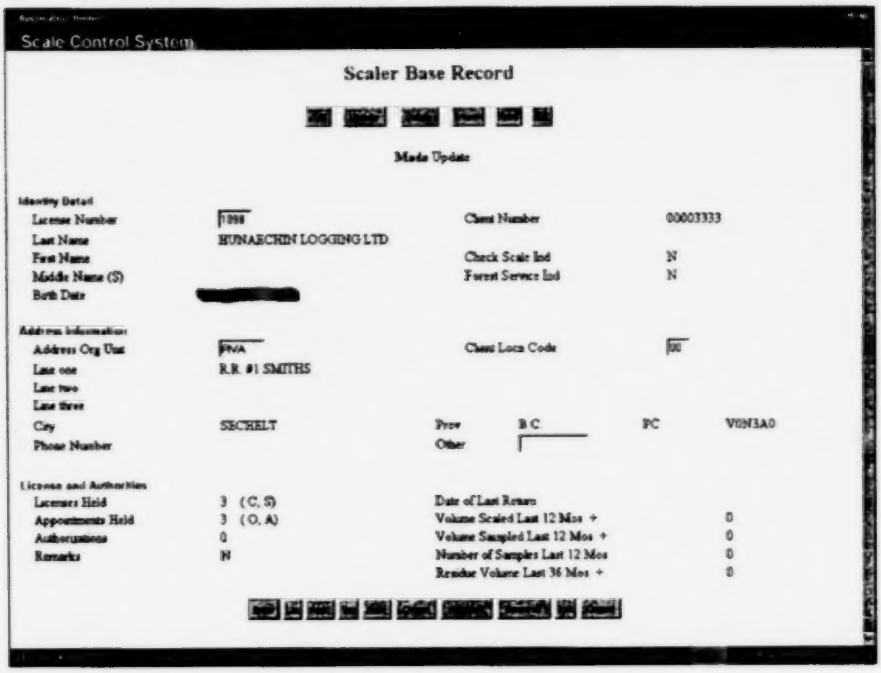


***Figure 3.7 Scaler Base Record Update Screen.***

- Make changes in the data in the editable fields and click on the **Enter** button to submit the changes.
- Click on the **Lic** button to update the License information.
- Click on the **Remarks** button to edit Remarks. The remarks screen is displayed in update mode. Edit the remarks and click the button labelled **Enter** to save the remarks.
- Click the **Appt** button to update the appointments. The Scaler Appointments Update screen will be displayed.
- Click the **Trn** button to update the training Information. The training history Update screen will be displayed.
- Click the **Auth** button to update the scaler authorization details. The Scaler Authorization Update screen will be displayed.
- Click the **Chksel** button; the Check Scale Summary screen will be displayed.

- Click the **Whodidit** button to view **Whodidit** information.
- From the same screen, you may enter a license number in the text box beside License Number and click on the **Get** button to view details of the Scaler Base Record for that license number.
- You can Update, Delete or Add a Scaler base record with license number as displayed in the text field beside License Number.
- Click on the **Print** button to print the Scaler's profile details. For more information refer to 'Print from Screen Reports' in the Reports section (4.4).

### 3.2.1.5 Deleting a Scaler Base Record

- On the Scaler Base Record – Object Identification Screen enter either of the valid input parameters as mentioned in "Viewing a Scaler Base Record" (Section 3.2.1.3).
- Click on the radio button beside **Delete**.
- Click on the **Enter** button.
- The following screen will be displayed. It displays details of the record to be deleted.

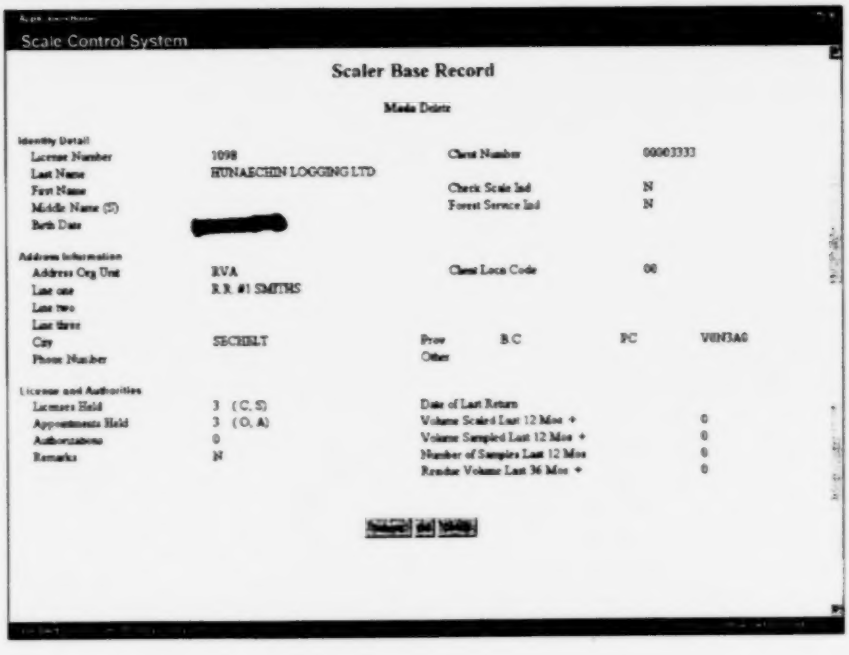

***Figure 3.8 Scaler Base Record Delete Screen.***

- Click on the **Remove** button to delete the record.
- Click on the **Cancel** button to return to previous screen without deleting.
- Click **Exit** to return to SCS main menu without deleting.

### 3.2.1.6 Exiting from the Scaler Base Record Screen

- From the Scaler Base Record – Object Identification Screen click on the **Cancel** button to exit to the SCS Main menu.

## 3.2.2 Scaler Licenses

### 3.2.2.1 Scaler License Add Screen

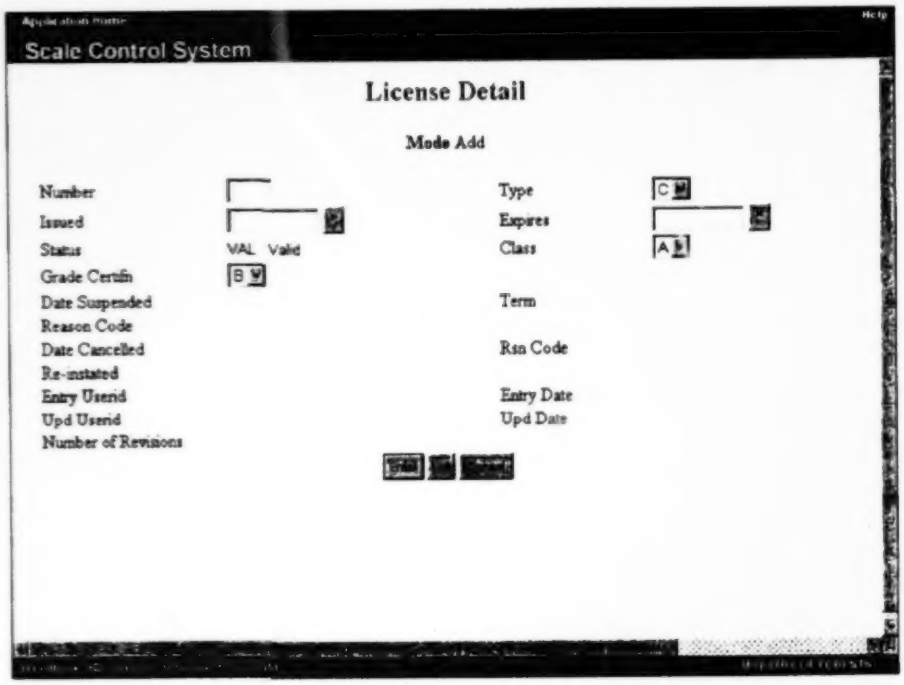


***Figure 3.9 Scaler License Add Screen.***

#### 3.2.2.1.1 Viewing Scaler License Add screen

- This screen is displayed by clicking on the button labelled **Lic** on the Scaler Base Record Add screen

#### 3.2.2.1.2 To add a Scaler License

- Enter the new license number and select the license type.
- Enter issued from and expiry dates.
- Enter Class information and Grade certification information by selecting from the values displayed in the list box.
- Click **Enter** to add the License. The Scaler License View screen will be displayed. Click on Cancel to return to the Scaler Base Record Screen.

### 3.2.2.2 Scaler License View Screen

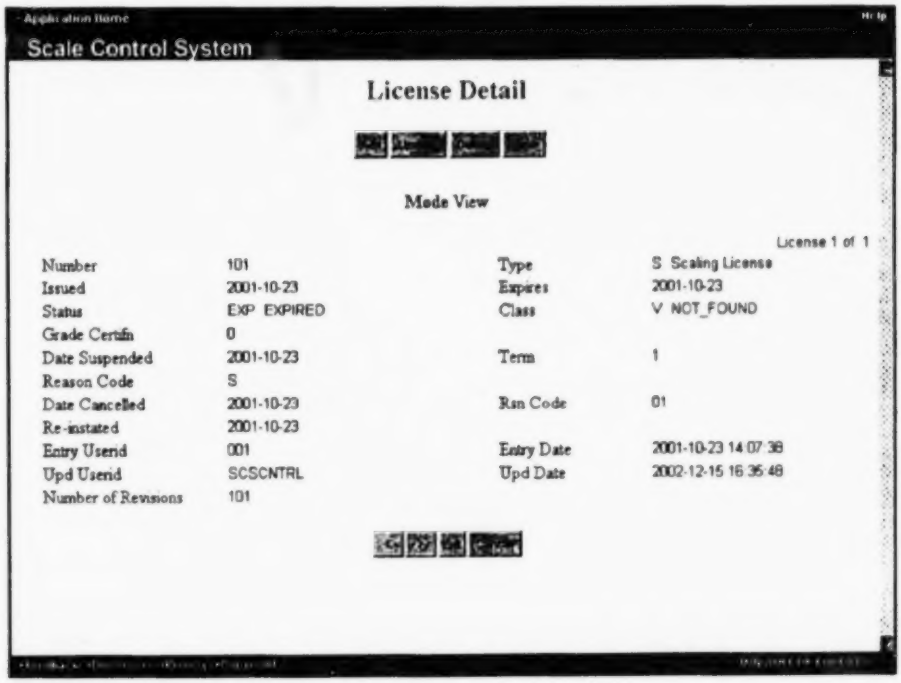


***Figure 3.10 Scaler License View Screen.***

#### 3.2.2.2.1 Displaying Scaler License View screen

- This screen is displayed by clicking on the button labelled **Lic** on the Scaler Base Record View screen.

#### 3.2.2.2.2 To View Scaler Licenses

- Click the buttons labelled < and > to view information of all licenses for the client.
- Click the buttons labelled **Add, Update, Delete,** or **View** to Add/Update/Delete/View the Scaler Licenses.
- Click on the buttons labelled **Cancel** or **Exit** to exit.

### 3.2.2.3 Scaler License Update Screen

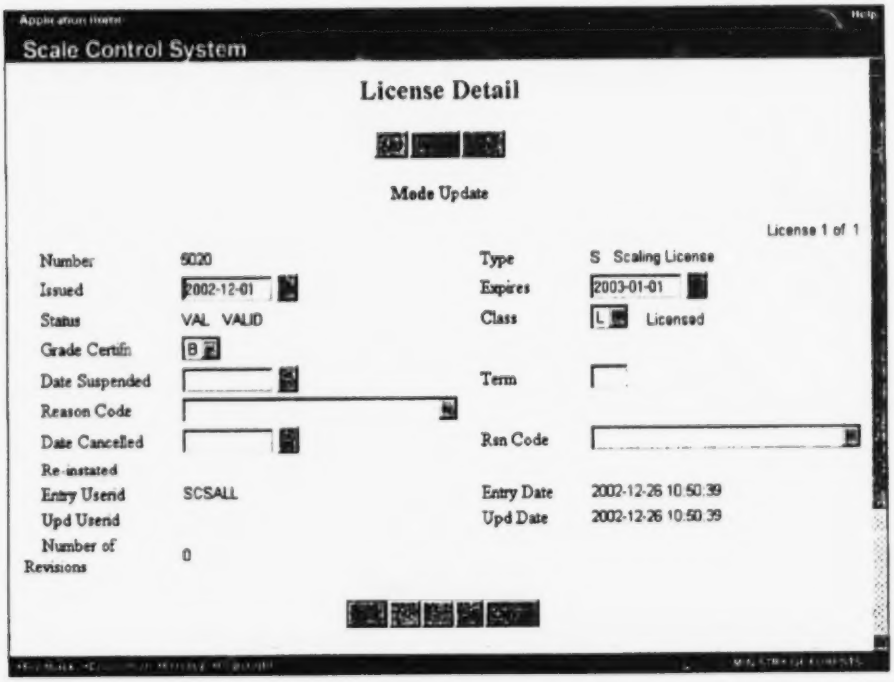


***Figure 3.11 Scaler License Update Screen.***

#### 3.2.2.3.1 Displaying Scaler License Update screen

- This screen is displayed by clicking on the button labelled **Lic** on the Scaler Base Record Update screen.

#### 3.2.2.3.2 To Update Scaler Licenses

- Edit the date and click on the **Enter** button to update the displayed record.
- To suspend a license, enter the suspension date, suspension term (number of days) and Reason code.
- To cancel a License, enter the Cancellation date and Reason code.
- Click on the buttons labelled '<' and '>' to update information for all of the client's licenses.
- Click on the buttons labelled **Add** or **Update** or **Delete** or **View** to Add/Update/Delete/View the Scaler Licenses.
- Click on the buttons labelled **Cancel** or **Exit** to exit.

### 3.2.2.4 Scaler License Delete Screen

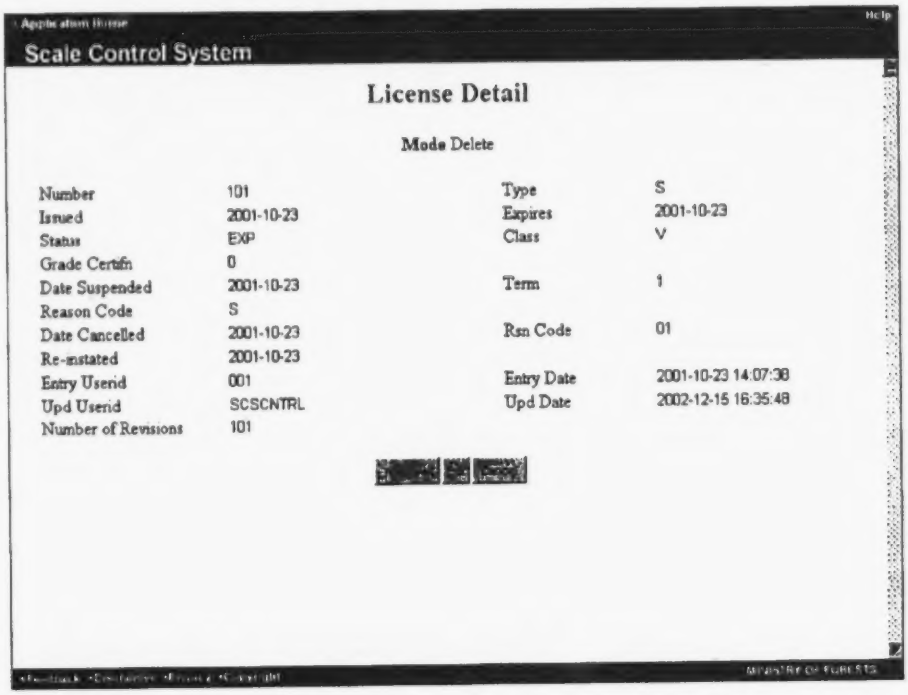


*Figure 3.12 Scaler License Delete Screen.*

#### 3.2.2.4.1 Displaying Scaler License Delete screen

- This screen is displayed by clicking on the button labelled **Delete** on the Scaler License Update screen or the Scaler License View screen.

#### 3.2.2.4.2 To Delete Scaler Licenses

- Click on the button labelled **Remove** to delete the displayed license.
- Click on the button labelled **Cancel** or **Exit** to exit.

### 3.2.3 Training History

#### 3.2.3.1 Displaying Training History View Screen

- This screen is displayed by clicking on the button labelled **Trn** on the Scaler Base Record View screen.

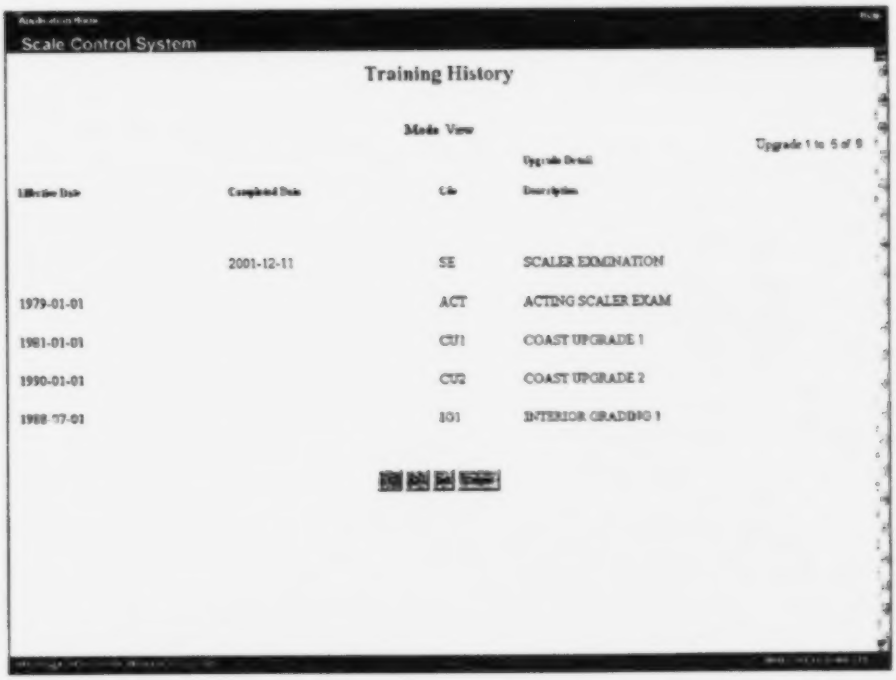


*Figure 3.13 Training History View Screen.*

### 3.2.3.2 To view Training History

- Click on the buttons labelled '<' and '>' to view information of all Training History.
- Click on the buttons labelled **Cancel** to return to the Scaler Base Record Screen. Click the button labelled **Exit** to exit to the SCS main menu.

#### 3.2.3.2.1 Training History Update Screen

*Figure 3.14 Training History Update Screen.*

#### 3.2.3.2.2 Displaying Training History Update screen

- This screen is displayed by clicking on the button labelled **Trn** on the Scaler Base Record Update screen.

#### 3.2.3.2.3 To Update Training History

- Edit the data then click the **Enter** button to update the record(s).
- Click on the buttons labelled < and > to update information of all Training History.

- Click on the buttons labelled **Cancel** to return to the Scaler Base Record Screen. Click on the button labelled **Exit** to exit to the SCS main menu.

## 3.2.4 Scaler Appointment

### 3.2.4.1 Scaler Appointment Add Screen

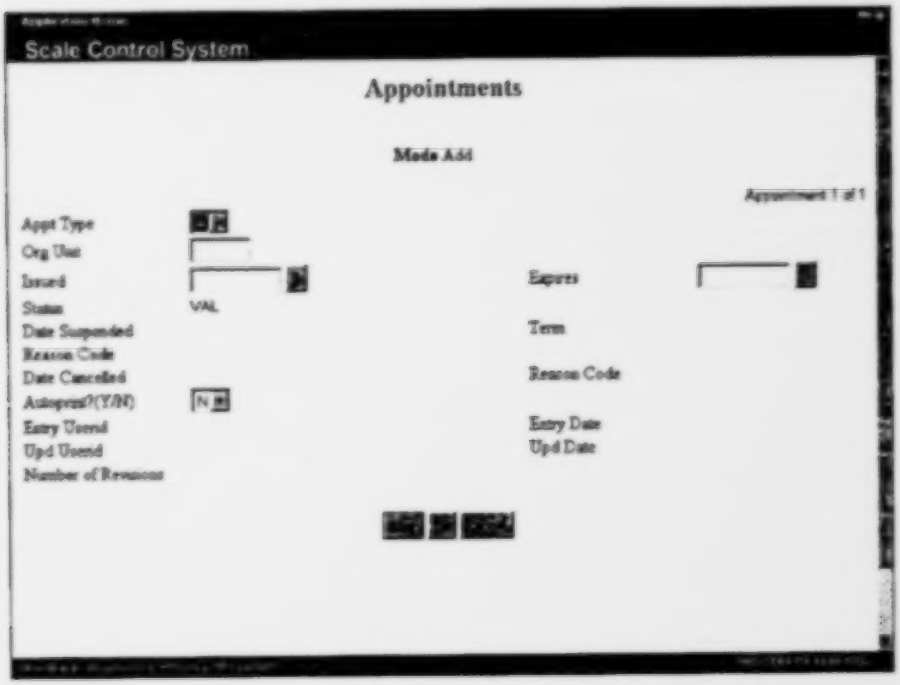


***Figure 3.15 Scaler Appointment Add Screen.***

#### 3.2.4.1.1 Displaying Scaler Appointment Add Screen

- This screen is displayed by clicking on the button labelled **Appt** on the Scaler Base Record Add screen.

#### 3.2.4.1.2 To add a Scaler Appointment

- Select the Appointment type.
- Add the Org Unit code.
- Enter Issued from and expiry dates.

- Set Auto print to 'Y' to print the appointment letter after adding the appointment.
- Click the **Enter** button to add the Appointment. The Scaler Appointment View screen will be displayed. Click on cancel to go to the Scaler Base Record Add screen.
- Click on **Exit** or **Cancel** button to exit.

### 3.2.4.2 Scaler Appointment View Screen

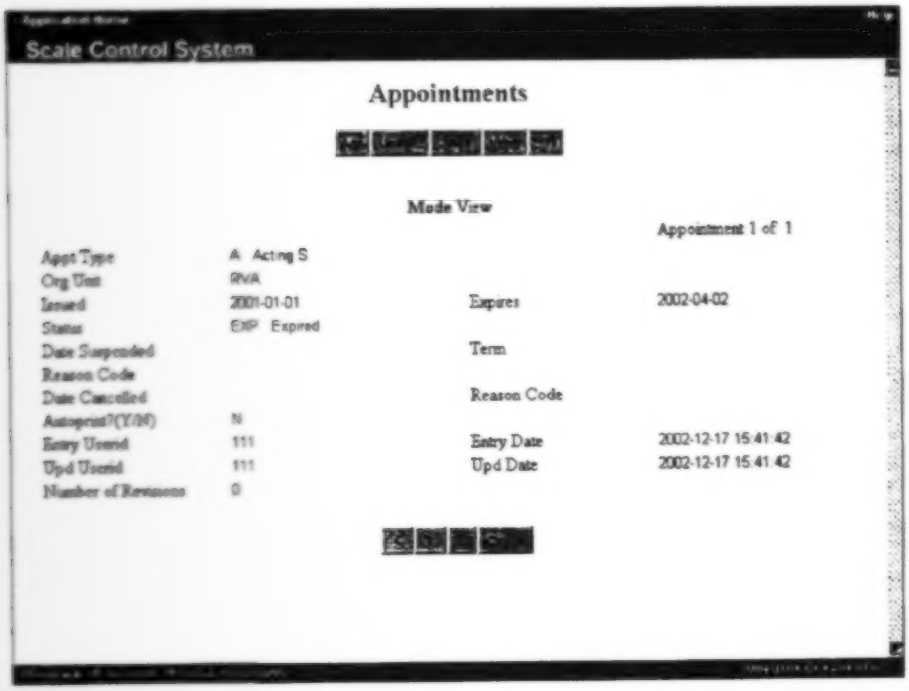


***Figure 3.16 Scaler Appointment View Screen.***

#### 3.2.4.2.1 Displaying Scaler Appointment View Screen

- This screen is displayed by clicking on the button labelled **Appt** on the Scaler Base Record View screen.

#### 3.2.4.2.2 To view Scaler Appointments

- Click on the buttons labelled < and > to view information for all of the appointments for the client.
- Click on the button labelled **Print** to print the appointment letter.

- Click on the buttons labelled **Add** or **Update** or **Delete** or **View** to Add/Update/Delete/View the Scaler Appointments.

- Click on the buttons labelled **Cancel** or **Exit** to exit.

### 3.2.4.3 Scaler Appointment Update Screen

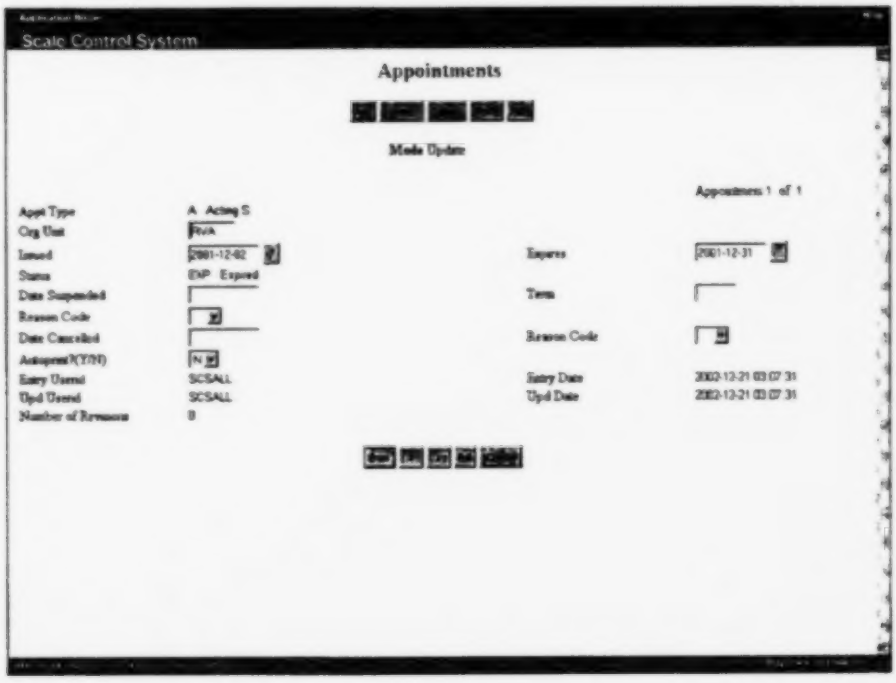


***Figure 3.17 Scaler Appointment Update Screen.***

#### 3.2.4.3.1 Displaying Scaler Appointment Update Screen

- This screen is displayed by clicking on the button labelled **Appt** on the Scaler Base Record Update screen.

#### 3.2.4.3.2 To Update Scaler Appointment

- Edit the data and click on the **Enter** button to update the record.

- To Suspend an Appointment, enter the suspension date, suspension term (number of days) and Reason code.

- To cancel an Appointment, enter the Cancellation date and Reason code.

- Click on the buttons labelled < and > to update information for all Appointments for the client.
- Click on the button labelled **Print** to print the appointment information.
- Click on the buttons labelled **Add** or **Update** or **Delete** or **View** to Add/Update/Delete/View the Appointments.
- Click on the buttons labelled **Cancel** to return to the Scaler Base record screen. Click on **Exit** to exit to the SCS main menu.

### 3.2.4.4 Scaler Appointment Delete Screen

***Figure 3.18 Scaler Appointment Delete Screen.***

#### 3.2.4.4.1 Displaying Scaler Appointment Delete screen

- This screen is displayed by clicking on the button labelled **Delete** on the Scaler Appointment Update screen or Scaler Appointment View screen.

#### 3.2.4.4.2 To Delete Scaler Appointment

- Click on the button labelled **Remove** to delete the displayed Appointment.

- Click on the button labelled **Cancel** to return to the Scaler Base Record screen, or **Exit** to exit to the SCS main menu.

### 3.2.5 Scaler Authorization

***Figure 3.19 Scaler Authorization - Object Identification Screen.***

#### 3.2.5.1 Displaying Scaler Authorization Screen

- This screen is displayed by selecting the radio button labelled **Scaler Authorization** and clicking on the button **Enter** on the Main Menu screen.
- You can add, view, update or delete Scaler Authorization records from this screen.

#### 3.2.5.2 To Add a Scaler Authorization Record

- Click on the radio button labelled **Add**.
- The field 'Authorization Number' will be disabled for the Add operation. Enter the License Number.

- The Scaler Authorization Add Screen is shown.

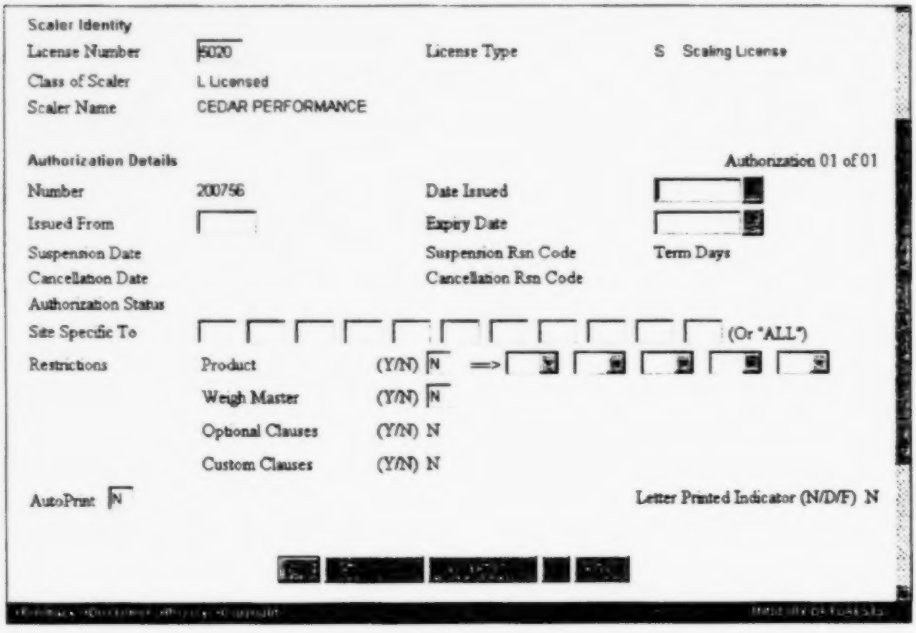


***Figure 3.20 Scaler Authorization Add Screen.***

- Enter the Org Unit code in the field labelled **Issued from**.
- Enter the date of issue and expiry date of the authorization.
- Enter the site id of the sites applicable for the Org unit of the Authorization, or enter 'ALL' if it is applicable for all sites.
- Set AutoPrint to Y to print the Scaler authorization letter. Refer to the section: 'Print from Screen Reports' under the 'Reports' section for more details (Section 6.19).

**Optional Clauses**

- Click on the button labelled **Opt Clauses** to select the optional Clauses. The following screen will be shown in a separate window.

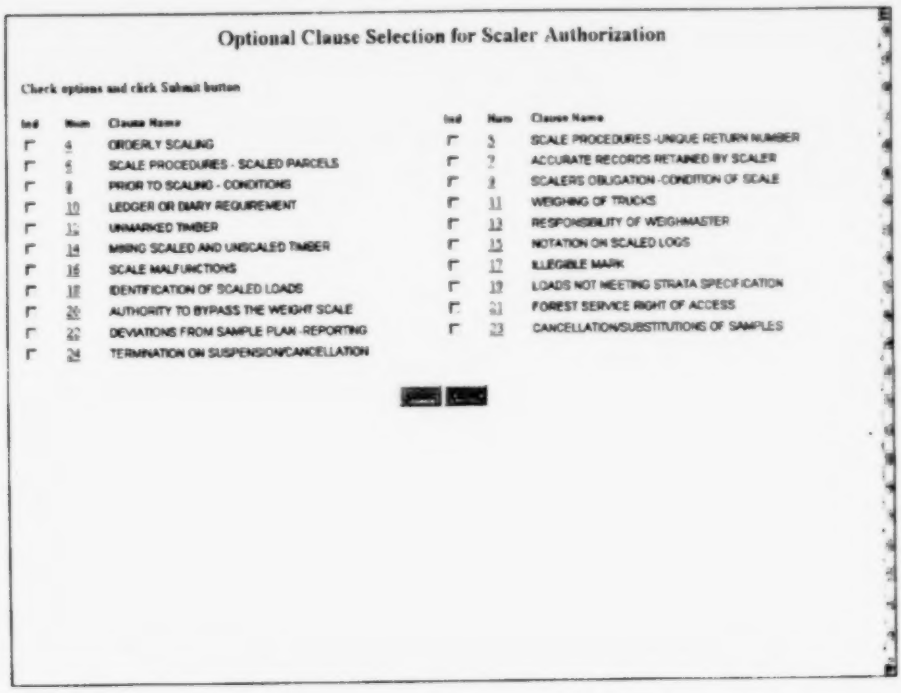
Optional Clause Selection for Scaler Authorization
Check options and click Submit button
Ind Num Clause Name
4 ORDERLY SCALING
6 SCALE PROCEDURES - SCALED PARCELS
8 PRIOR TO SCALING - CONDITIONS
10 LEDGER OR DIARY REQUIREMENT
15 UNMARKED TIMBER
14 MSING SCALED AND UNSCALED TIMBER
16 SCALE MALFUNCTIONS
18 IDENTIFICATION OF SCALED LOADS
20 AUTHORITY TO BYPASS THE WEIGHT SCALE
22 DEVIATIONS FROM SAMPLE PLAN -REPORTING
24 TERMINATION ON SUSPENSION/CANCELLATION
Ind Num Clause Name
5 SCALE PROCEDURES -UNIQUE RETURN NUMBER
7 ACCURATE RECORDS RETAINED BY SCALER
9 SCALERS OBLIGATION -CONDITION OF SCALE
11 WEIGHING OF TRUCKS
13 RESPONSIBILITY OF WEIGHMASTER
15 NOTATION ON SCALED LOGS
17 ILLEGIBLE MARK
19 LOADS NOT MEETING STRATA SPECIFICATION
21 FOREST SERVICE RIGHT OF ACCESS
23 CANCELLATION/SUBSTITUTIONS OF SAMPLES

***Figure 3.21 Optional Clauses Add Screen.***

- In the optional clause screen, click on the check boxes to select the optional clauses.
- Click on the 'Num' links to view the details of the Optional Clause in a new window. Click **Cancel** to close that window.
- Click on the **Submit** button to save and return to the Scaler Authorization screen.

**Custom Clauses**

- Click on the **Cust Clauses** button to select the Custom Clauses. The following screen will be shown in a separate window.

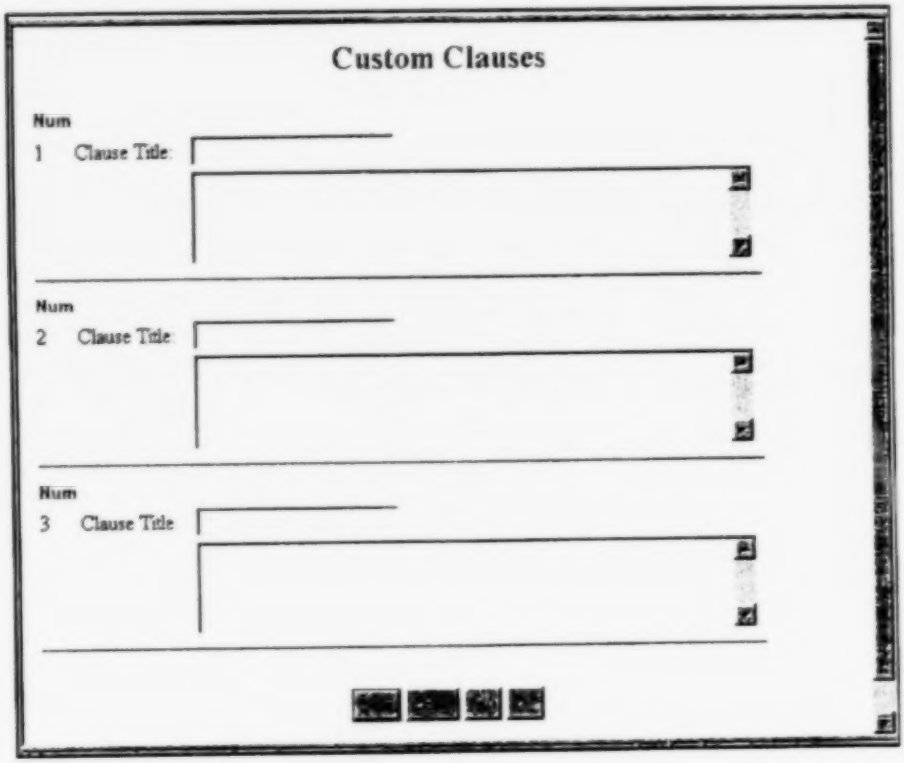


***Figure 3.22 Custom Clauses Add Screen.***

- In the Custom clauses Add screen, enter the Clause Title and Clause text and click on the button labelled **Enter**.
- To add more clauses, click on the button labelled >. Click on < and > buttons to navigate between the clauses.
- Click on the button labelled **Enter** to save the changes.
- Click on the button labelled **Close** to return to Scaler Authorization Screen.
- On the Scaler Authorization Screen, click on the button labelled **Enter** to add the Authorization; the Scaler Authorization details View screen is shown.

### 3.2.5.3 To View the Scaler Authorization Details

- Click on the radio button labelled **View**.
- Type the license number or Authorization of the Scaler Authorization - not both.

- Click on the button labelled **Enter**.
- The Scaler Authorization View Screen is shown.

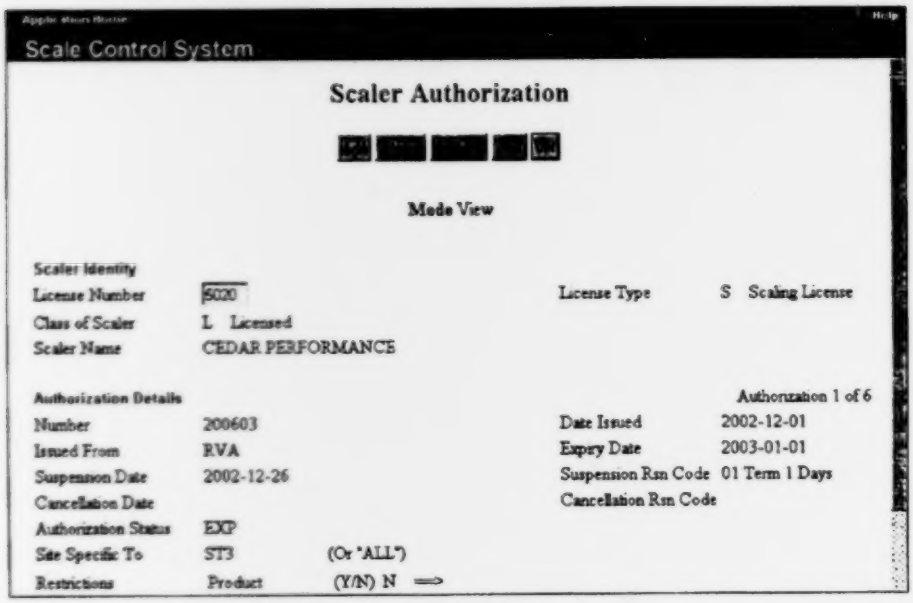


***Figure 3.23 Scaler Authorization View Screen.***

- There may be more than one authorization record for the same license number. Navigation can be done through the buttons labelled < and >.

**Optional Clauses**

- Click on the **Opt Clauses** button to view the Optional Clauses of that authorization. The clauses are viewed on a new screen.

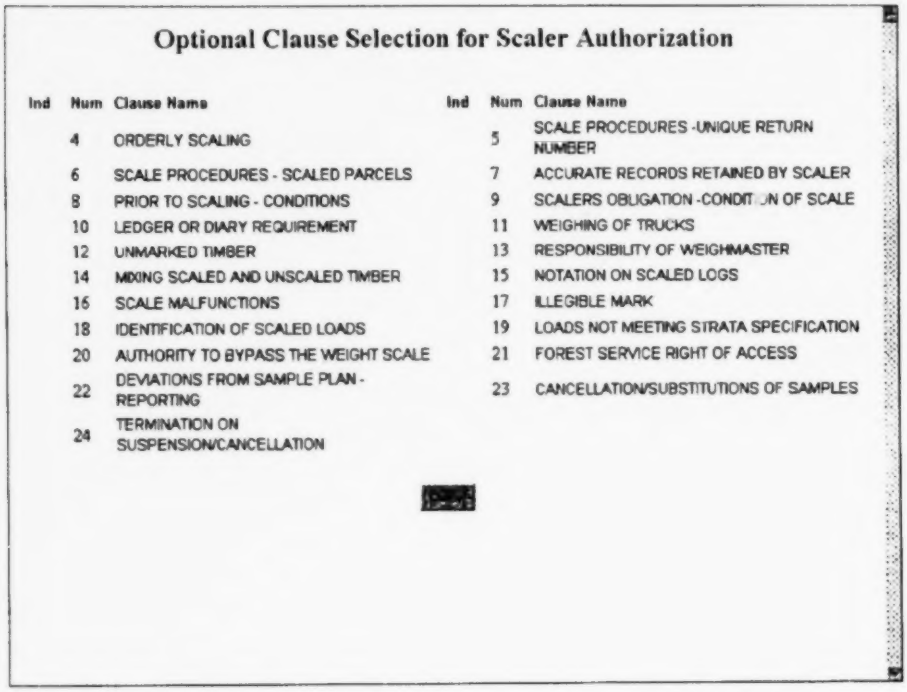
Optional Clause Selection for Scaler Authorization
Ind Num Clause Name
4 ORDERLY SCALING
6 SCALE PROCEDURES - SCALED PARCELS
8 PRIOR TO SCALING - CONDITIONS
10 LEDGER OR DIARY REQUIREMENT
12 UNMARKED TIMBER
14 MIXING SCALED AND UNSCALED TIMBER
16 SCALE MALFUNCTIONS
18 IDENTIFICATION OF SCALED LOADS
20 AUTHORITY TO BYPASS THE WEIGHT SCALE
22 DEVIATIONS FROM SAMPLE PLAN - REPORTING
24 TERMINATION ON SUSPENSION/CANCELLATION
Ind Num Clause Name
5 SCALE PROCEDURES -UNIQUE RETURN NUMBER
7 ACCURATE RECORDS RETAINED BY SCALER
9 SCALERS OBLIGATION -CONDITION OF SCALE
11 WEIGHING OF TRUCKS
13 RESPONSIBILITY OF WEIGHMASTER
15 NOTATION ON SCALED LOGS
17 ILLEGIBLE MARK
19 LOADS NOT MEETING STRATA SPECIFICATION
21 FOREST SERVICE RIGHT OF ACCESS
23 CANCELLATION/SUBSTITUTIONS OF SAMPLES

***Figure 3.24 Scaler Authorization Optional Clause View Screen.***

- A **Y** under the **Ind** column indicates that the particular optional clause has been selected.

- Click on the **Cancel** button to close the screen and return to the Scaler Authorization Screen.

**Custom Clauses**

- Click on the **Cust Clauses** button to view the custom clauses of that authorization. The clauses are viewed on a new screen.

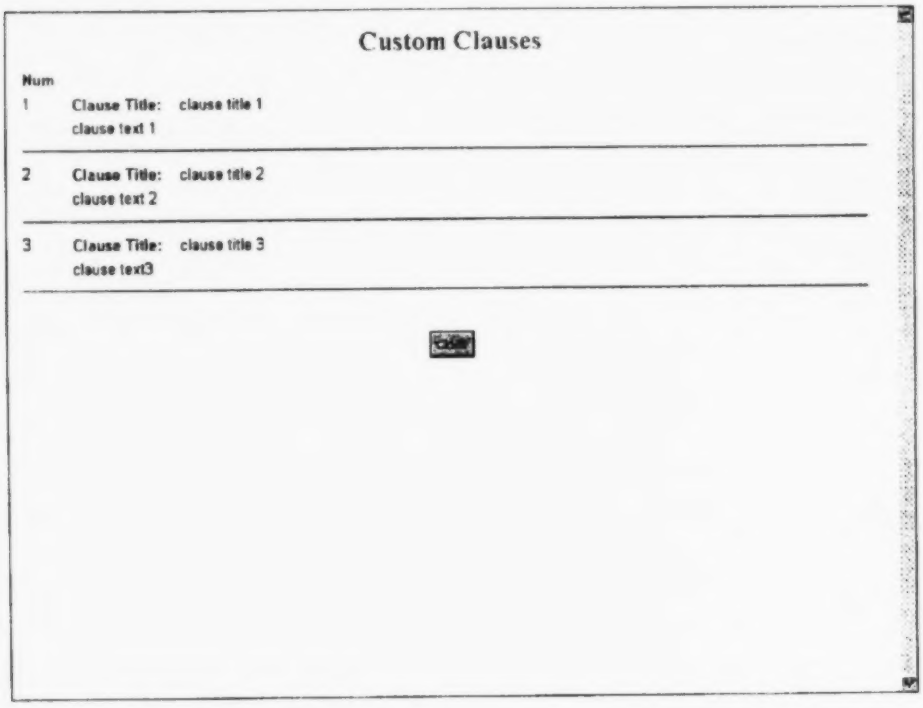


***Figure 3.25 Scaler Authorization Custom Clause View Screen.***

- Click on the **Close** button to close the screen and return to the Scaler Authorization Screen.
- Click the **Print** button to print the Authorization Letter. Refer to "Report Handling" for more details (Section 4).
- Click the **Cancel** button to return to the Scaler Authorization Object Identification Screen.

### 3.2.5.4 To Update a Scaler Authorization Record

- Click on the **Update** radio button.
- In the Scaler Authorization screen, type either the license number or the authorization number.
- Click on the button labelled **Enter.**
- The Scaler Authorization Update Screen is shown.

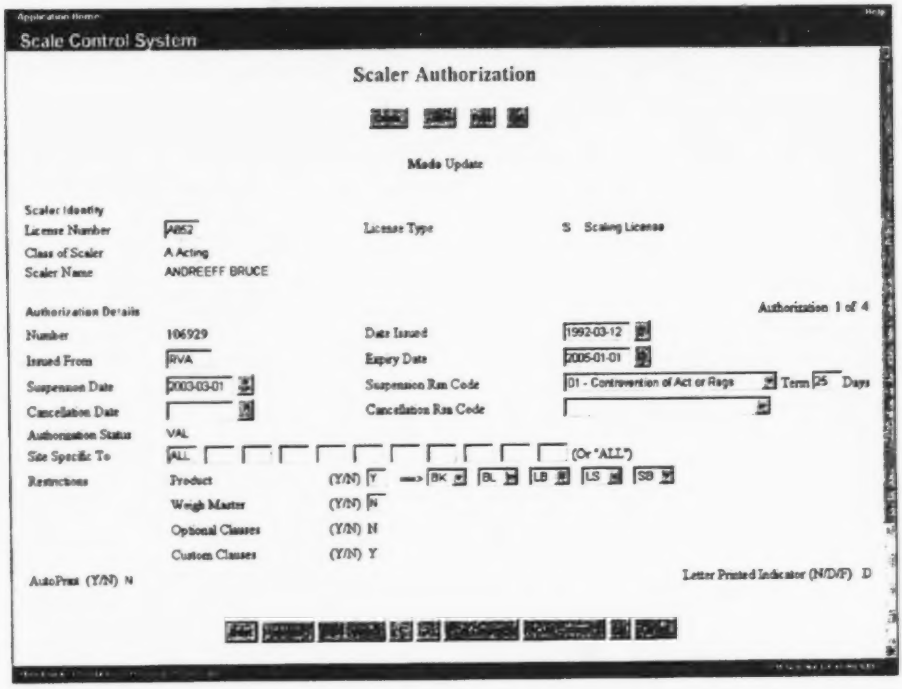


***Figure 3.26 Scaler Authorization Update Screen.***

- Enter the Authorization data and click the button labelled **Enter** to update the record.
- Click the buttons labelled < and > to update the other authorizations for the Scaler License.
- Click the buttons labelled **Add/View/Delete** to Add, View, or Delete the displayed record.
- To update the authorization of the same License with a different license type, use the < and > buttons to navigate between authorizations of the same license number.
- To update the authorization of a different license, enter the license number and click the button labelled **Get**. Information for the required record will be displayed.
- To view 'Who did it' information click on the button labelled **Whodidit.** Click the **Cancel** button to return to the previous screen.

- To view Site Details, click on the 'Site Specific To' text box to select the Site. Then click on the button labelled **Site Details.** The Scale Site Base Record View screen will be displayed.

- To update the optional clauses, click the button labelled **Opt Clauses**. The Optional Clause Selection for the Scaler Authorization Screen will be opened in a new window.

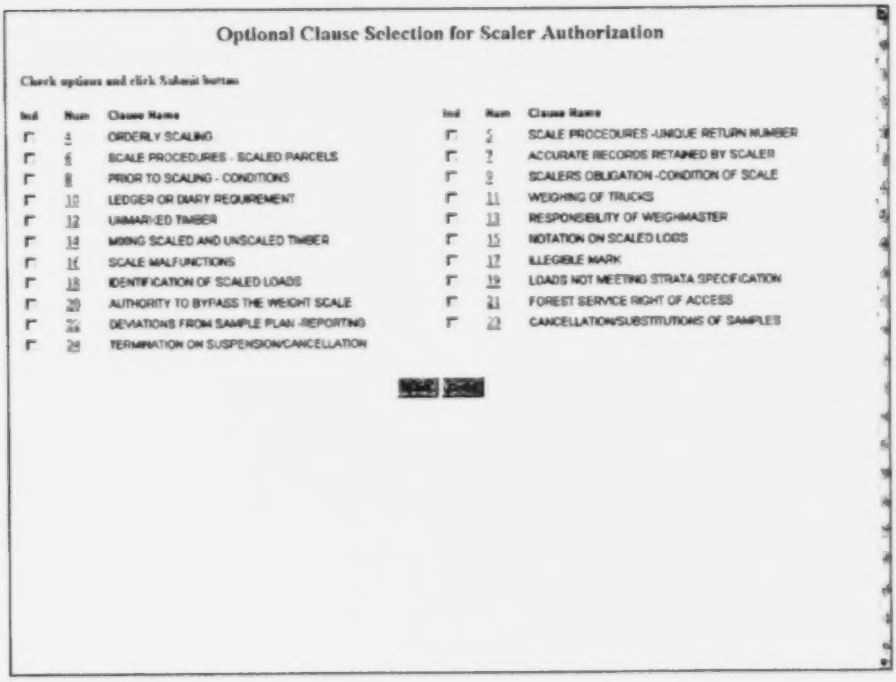
Optional Clause Selection for Scaler Authorization
Check options and click Submit button
Ind Num Clause Name
4 ORDERLY SCALING
6 SCALE PROCEDURES - SCALED PARCELS
8 PRIOR TO SCALING - CONDITIONS
10 LEDGER OR DIARY REQUIREMENT
12 UNMARKED TIMBER
14 MIXING SCALED AND UNSCALED TIMBER
16 SCALE MALFUNCTIONS
18 IDENTIFICATION OF SCALED LOADS
20 AUTHORITY TO BYPASS THE WEIGHT SCALE
22 DEVIATIONS FROM SAMPLE PLAN -REPORTING
24 TERMINATION ON SUSPENSION/CANCELLATION
Ind Num Clause Name
5 SCALE PROCEDURES -UNIQUE RETURN NUMBER
7 ACCURATE RECORDS RETAINED BY SCALER
9 SCALERS OBLIGATION -CONDITION OF SCALE
11 WEIGHING OF TRUCKS
13 RESPONSIBILITY OF WEIGHMASTER
15 NOTATION ON SCALED LOGS
17 ILLEGIBLE MARK
19 LOADS NOT MEETING STRATA SPECIFICATION
21 FOREST SERVICE RIGHT OF ACCESS
23 CANCELLATION/SUBSTITUTIONS OF SAMPLES

***Figure 3.27 Optional Clause Selection for Scaler Authorization Screen.***

- Click the check boxes to select the optional clauses.

- Click on 'Num' links to view the details of the Optional Clause in a new window. Click **Cancel** to close that window.

- Click on the button labelled **Submit** to save the changes and return.

- To update the Custom clauses, click the button labelled **Cust Clauses**. The Custom Clauses Screen will be opened in a new window as shown below.

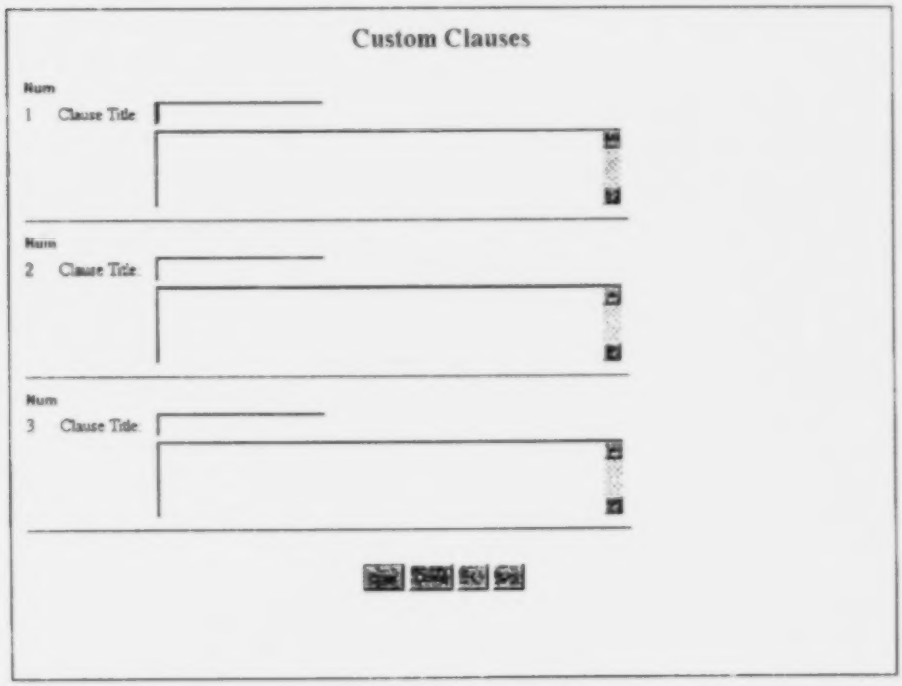


***Figure 3.28 Custom Clauses for Scaler Authorization Screen.***

- Click the button labelled **Close** to close the window and return to the previous screen.
- Click on the button labelled **Enter** to update the record.

### 3.2.5.5 To Delete a Scaler Authorization

- Click on the **Delete** radio button.
- Enter either the license number or the authorization number.
- Click on the button labelled **Enter**.
- The Scaler Authorization Delete Screen is shown.

***Figure 3.29 Scaler Authorization Delete Screen.***

- The screen displays the details of the record to be deleted.
- Click the **Remove** button to delete the record.
- Click the **Cancel** button to return without deleting the record.
- Click the **Exit** to return to the Main Menu without deleting the record.

## 3.3 Maintain Scale Sites

***Figure 3.30 Scale Site Base Record - Object Identification Screen.***

### 3.3.1 Scale Site Base Record

#### 3.3.1.1 Displaying Scale Site Base Record Screen

- This screen is displayed by selecting the radio button labelled **Scale Site Base Record** and clicking the **Enter** button on the Main Menu screen.
- You can Add, View, Update or Delete Scale Site Base Record from this screen.

#### 3.3.1.2 To Add a Scale Site Base Record

- Click on the **Add** radio button.
- Click the button labelled **Enter**
- The Scale Site Base Record Add Screen is shown.

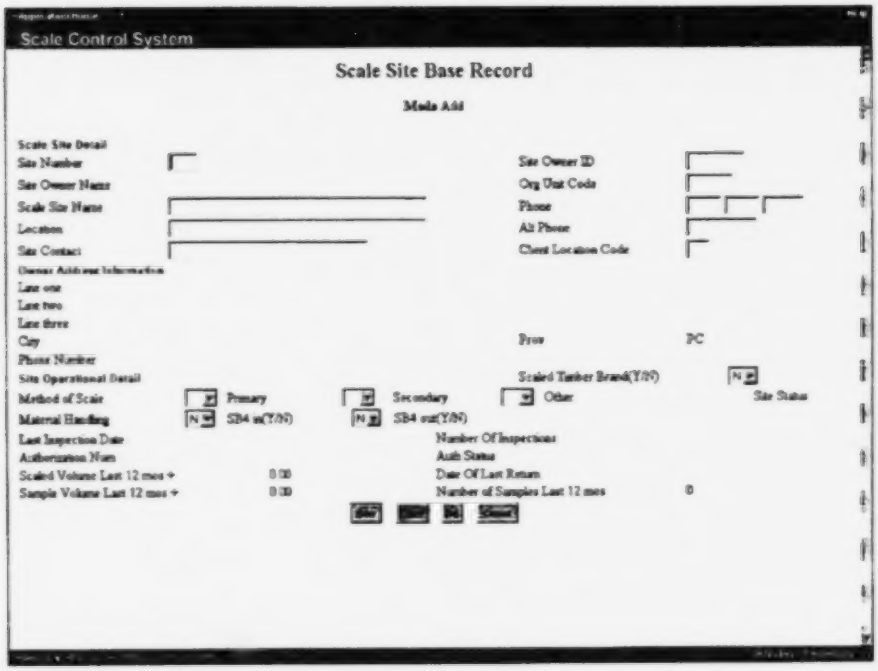


***Figure 3.31 Scale Site Base Record Add Screen.***

- Enter the new Site ID.
- To view the Client details click the button labelled **Client** to go to the Client Maintenance application.
- Enter other site-related information, then click the button labelled **Enter** to add a site. The site will be added and the Scale Site Base Record View screen will be displayed.
- Click the button labelled **Exit** to return to the Main Menu.
- Click the button labelled **Cancel** to return to the previous screen.

**Letter Codes for Adding a Scaler Base Record**

| | | |
|---|---|---|
| Method of Scale: | P = | piece |
| | S = | special forest products |
| | W = | weigh |

### 3.3.1.3 To View a Scale Site Base Record

- Click on the **View** radio button.
- Enter the Scale Site ID.
- Click the button labelled **Enter**.
- The Scale Site Base Record View Screen is shown.

***Figure 3.32 Scale Site Base Record View Screen.***

- To maintain authorization information, click the button labelled **Auth Dtl.** The Scale site Authorization screen will be displayed. If no authorization exists, the Scale Site Authorization Add screen is displayed.
- To view inspection details, click the button labelled **Insp Detail**. The Site Inspection Summary screen will be displayed.
- To view the Scaler information, click the button labelled **Auth Scalers**. The Authorization Scalers View screen will be displayed. Refer to 'Authorization Scalers' for more details (Section 3.2.5).
- To view Current designations for this site, click the button labelled **Curr Desig**.

- To view 'who did it' information, click the button labelled **Whodidit**.

**Printing Reports**

- To print reports, click the button labelled **Print.** The following screen is displayed:

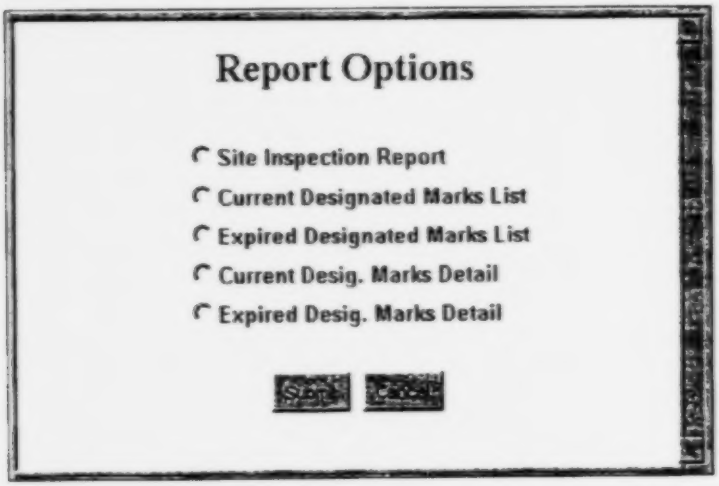


***Figure 3.33 Report Options for Scale Site Base Record Screen.***

- Click the radio button beside the report to be printed, then click the button labelled **Submit**. Refer to 'Report Handling' for further details (Section 4).
- Click the button labelled **Exit** to return to the Main Menu.
- Click the button labelled **Cancel** to return to the previous screen.

### 3.3.1.4 To Update a Scale Site Base Record

- Click on the **Update** radio button.
- Enter the Scale Site ID.
- Click the button labelled **Enter.**
- The Scale Site Base Record Update Screen is shown.

***Figure 3.34 Scale Site Base Record Update Screen.***

- You can edit site-related information. Site status can be changed from invalid to valid, or from valid to invalid.
- To update authorization information, click the button labelled **Auth Dtl**. The Scale site Authorization Update screen will be displayed. If no authorization exists, the Scale Site Authorization Add screen is displayed.
- To view inspection details, click the button labelled **Insp Detail.** The Site Inspection Summary screen will be displayed.
- To view Scaler information, click the button labelled **Auth Scalers**. The Authorization Scalers View screen will be displayed. Refer to 'Scaler Authorization' for more details (Section 3.2.5).
- To view the current designations for this site, click the button labelled **Curr Desig**.
- To view 'who did it' information, click the button labelled **Whodidit**.

### 3.3.1.5 To Delete a Scale Site Base Record

- Click on the **Delete** radio button.
- Enter the Scale Site ID.
- Click the button labelled **Enter**.
- The Scale Site Base Record Delete Screen is shown. It displays details of the record to be deleted.

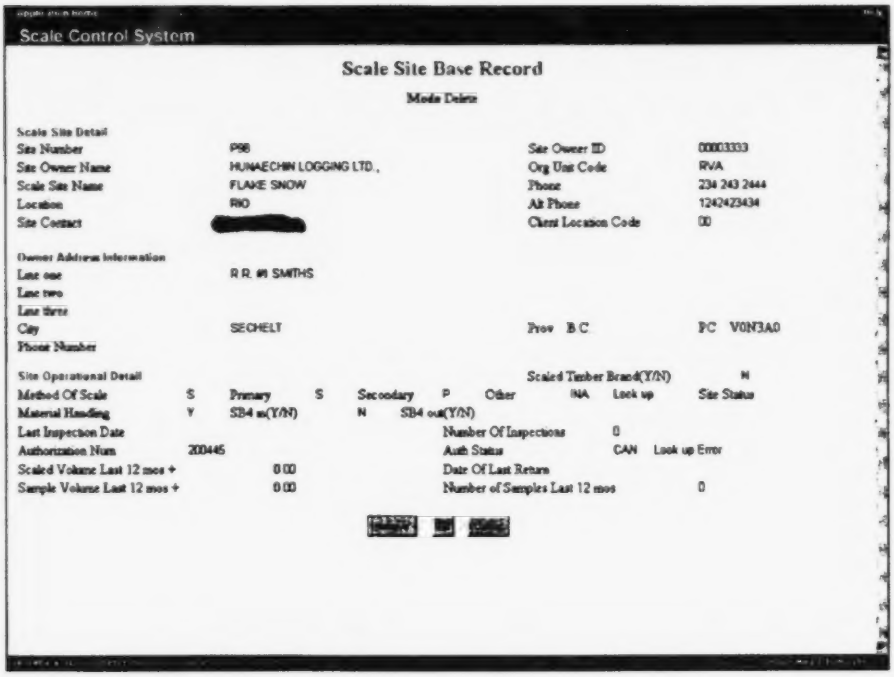


***Figure 3.35 Scale Site Base Record Delete Screen.***

- Before deleting, make sure the site is inactive and all site related information is deleted.
- Click the **Remove** button to delete the record.
- Click the **Cancel** button to return to previous screen without deleting.
- Click on **Exit** to return to Main Menu without deleting.

### 3.3.2 Scale Site Authorization

***Figure 3.36 Scale Site Authorization Add Screen.***

#### 3.3.2.1 Displaying the Scale Site Authorization Screen

- The Scale Site Authorization screen is displayed by clicking the button labelled **Auth Dtl** on the Scale Site Base Record Update or View screen displaying the details of a site for which no Authorization has been added.

#### 3.3.2.2 To Add a Scale Site Authorization

- Enter the Org Unit of the Site Authorization; enter the Issue date and Expiry date of Authorization.
- To print the Site Authorization letter, set Auto Print to Y. It will print the Authorization Letter after submitting the details.

**Adding Custom Clauses**

- Click on the button labelled **Cust clauses** to open the Custom clauses window.

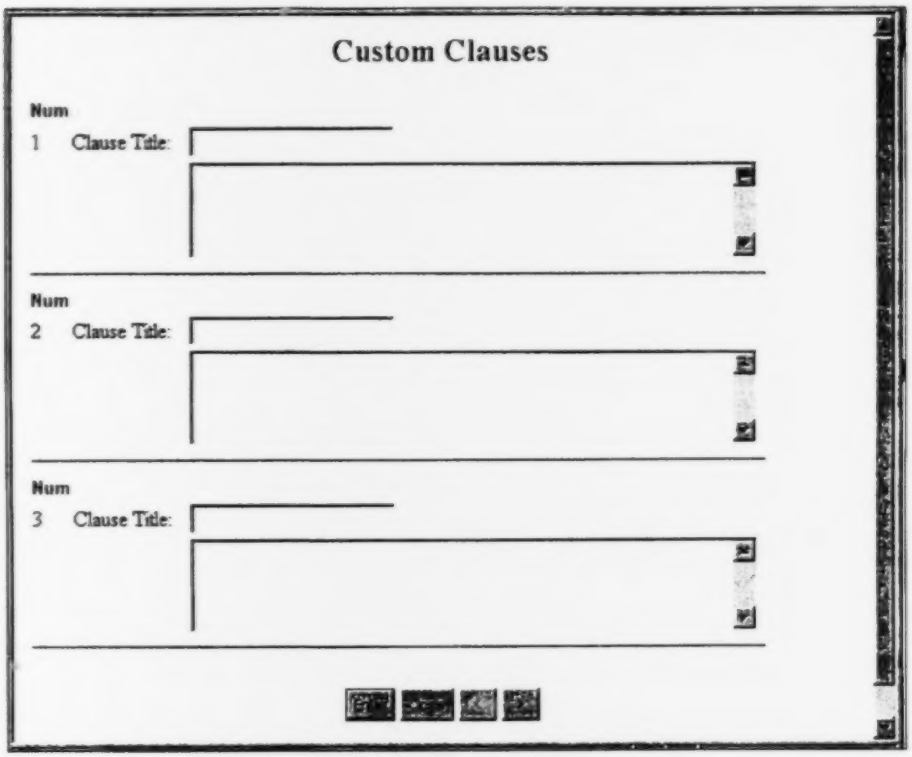


***Figure 3.37 Custom Clauses for Scale Site Authorization.***

- Enter the clause title and clause text in the text boxes.
- Click the button labelled > to add more clauses. Click the button labelled <and > to navigate.
- Click the button labelled **Enter** to submit changes.
- Click the button labelled **Close** to return to the Scale Site Authorization Screen.

**Adding Optional Clauses**

- Click the button labelled **Opt clauses** to open the Optional clauses window.

**Optional Clause Selection for Site Authorization**

**Check options and click Submit button**

| Ind | Num | Clause Name | Ind | Num | Clause Name |
|---|---|---|---|---|---|
| ☐ | 33 | CHECK SCALE - SET ASIDE PROVISION | ☐ | 34 | CHECK SCALE - DETAILS RETAINED AT SITE |
| ☐ | 35 | LEDGER OR DIARY REQUIREMENT | ☐ | 36 | SPREADING REQUIREMENT |
| ☐ | 37 | BUCKING PRIOR TO SCALE | ☐ | 38 | SCALING FORMS |
| ☐ | 39 | SCALING AREA MAINTENANCE | ☐ | 40 | SITE OPERATOR -COMMUNICATE CONDITIONS |
| ☐ | 41 | ADEQUATE STAFFING LEVEL | ☐ | 42 | NOTICE RE START/END OF SCALING |
| ☐ | 43 | WATERPROOF TAGS ON SCALED PARCELS | ☐ | 44 | UNMARKED LOADS - INSTRUCTIONS |
| ☐ | 45 | IDENTIFICATION OF SCALED LOADS | ☐ | 46 | SCALING MUST BE BEFORE DECKING |
| ☐ | 47 | WEIGHING OF TRUCKS | ☐ | 48 | AUTHORITY TO BYPASS THE WEIGHT SCALE |
| ☐ | 49 | RESPONSIBILITY OF WEIGHMASTER | ☐ | 50 | APPROVED SAMPLE SELECTOR TO BE USED |
| ☐ | 51 | CHANGES IN SCALE EQUIPMENT - APPROVAL | ☐ | 52 | SAMPLING FREQUENCY - FOREST SERVICE |
| ☐ | 53 | SCALE MALFUNCTIONS | ☐ | 54 | LOADS NOT MEETING STRATA SPECIFICATION |
| ☐ | 55 | SPREADING OF SAMPLE LOADS | ☐ | 56 | ONLY SAMPLES IN SAMPLE YARD |
| ☐ | 57 | CLEAR IDENTIFICATION OF SAMPLE LOADS | ☐ | 58 | CANCELLATION/SUBSTITUTIONS OF SAMPLES |
| ☐ | 59 | FOREST SERVICE RIGHT OF ACCESS | ☐ | 60 | APPROVING CHANGES TO SCALING PROCEDURE |

***Figure 3.38 Optional Clauses for Site Authorization.***

- In the optional clause screen, click the check boxes to select the optional clauses.
- Click the 'Num' links to view the details of the Optional Clause in a new window. Click **Cancel** to close that window.

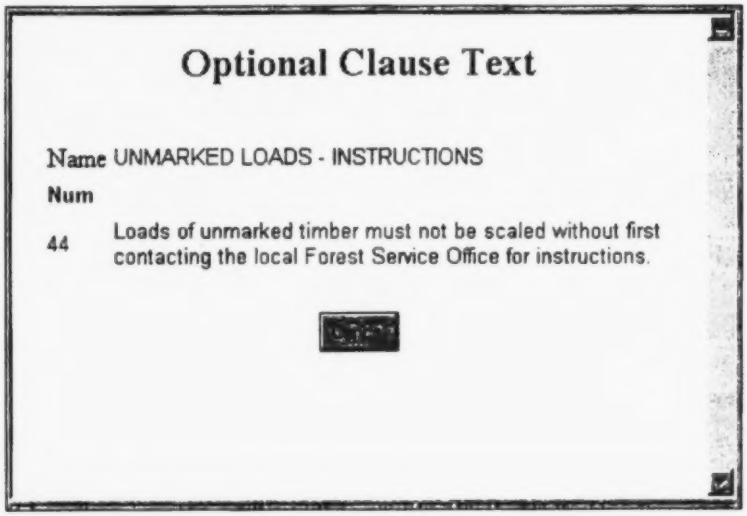
Optional Clause Text
Name UNMARKED LOADS - INSTRUCTIONS
Num
44
Loads of unmarked timber must not be scaled without first contacting the local Forest Service Office for instructions.

***Figure 3.39 Optional Clause Display Text Window.***

- Click the **Cancel** button to close this window.
- Click the **Submit** button to save and return to the Scale Site Authorization screen.
- Click the button labelled **Enter** to add the record. The Scale Site Auth View Screen will be displayed.

### 3.3.2.3 To View a Scale Site Authorization

- The Scale Site Authorization view screen is displayed by clicking the button labelled **Auth Dtl** on the Scale Site Base Record View screen which displays details of a site for which an authorization had been added.
- The following screen will be shown:

***Figure 3.40 Scale Site Authorization View Screen.***

- To view the Authorization Detail of another site, enter the site number and click the button labelled **Get**.
- To add or update the record, click on the corresponding button displayed at the top of the screen.
- To view 'Who did it' information, click the button labelled **Whodidit**.
- To print a Site Authorization letter, click on the button labelled **Print**.

**Viewing Custom Clauses**

- Click the button labelled **Cust clauses** to open the Custom Clauses window. The Custom Clauses View screen will be displayed.

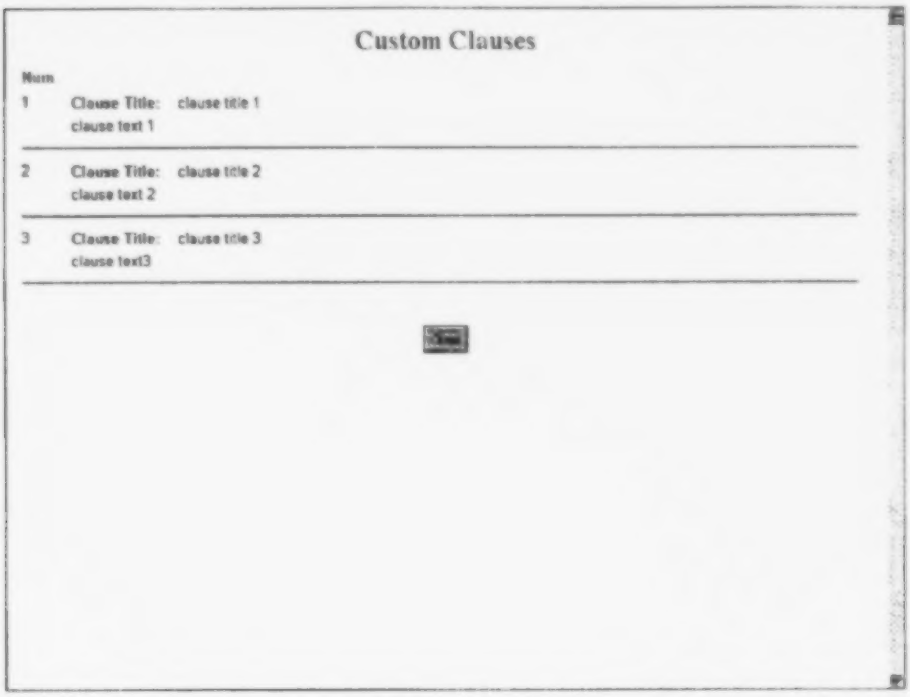


***Figure 3.41 Custom Clauses for Scale Site Authorization View Mode.***

- Click the button labelled **Close** to return to the Scale Site Authorization Screen.

**Adding Optional Clauses**

- Click the button labelled **Opt clauses** to open the Optional clauses window. The Optional clause View screen will be displayed.

Optional Clause Selection for Site Authorization
Ind Num Clause Name
33 CHECK SCALE - SET ASIDE PROVISION
35 LEDGER OR DIARY REQUIREMENT
37 BUCKING PRIOR TO SCALE
39 SCALING AREA MAINTENANCE
41 ADEQUATE STAFFING LEVEL
43 WATERPROOF TAGS ON SCALED PARCELS
45 IDENTIFICATION OF SCALED LOADS
47 WEIGHING OF TRUCKS
49 RESPONSIBILITY OF WEIGHMASTER
51 CHANGES IN SCALE EQUIPMENT - APPROVAL
53 SCALE MALFUNCTIONS
55 SPREADING OF SAMPLE LOADS
57 CLEAR IDENTIFICATION OF SAMPLE LOADS
59 FOREST SERVICE RIGHT OF ACCESS
Ind Num Clause Name
34 CHECK SCALE - DETAILS RETAINED AT SITE
36 SPREADING REQUIREMENT
38 SCALING FORMS
40 SITE OPERATOR COMMUNICATE CONDITIONS
42 NOTICE RE START/END OF SCALING
44 UNMARKED LOADS - INSTRUCTIONS
46 SCALING MUST BE BEFORE DECKING
48 AUTHORITY TO BYPASS THE WEIGHT SCALE
50 APPROVED SAMPLE SELECTOR TO BE USED
52 SAMPLING FREQUENCY - FOREST SERVICE
54 LOADS NOT MEETING STRATA SPECIFICATION
56 ONLY SAMPLES IN SAMPLE YARD
58 CANCELLATION/SUBSTITUTIONS OF SAMPLES
60 APPROVING CHANGES TO SCALING PROCEDURE

***Figure 3.42 Optional Clauses View Screen for Scale Site Authorization.***

- A **Y** under the **Ind** column indicates that the particular optional clause has been selected.
- Click the **Cancel** button to return to Scale Site Authorization screen.
- Click the button labelled **Exit** to return to the Main Menu.
- Click the button labelled **Cancel** to return to the previous screen.

### 3.3.2.4 To Update a Scale Site Authorization

***Figure 3.43 Scale Site Authorization Update Screen.***

**Displaying the Scale Site Authorization Update Screen**

- Click the button labelled **Auth Dtl** on the Scale Site Base Record Update screen displaying details of a site for which the authorization had been added.

**Editing Authorization Details**

- To print a Site Authorization letter, Set Auto print to Y. It will print the Authorization after you enter the details.
- Click the button labelled **Whodidit** to view 'Who did it' information.

**To Suspend the Authorization**

- Enter the suspension date, suspension reason code, and the suspension term in days.

**To Cancel the Authorization**

- Enter the cancellation date and the cancellation reason code.

**Adding Custom Clauses**

- Click the button labelled **Cust Clauses** to open the Custom clauses window.

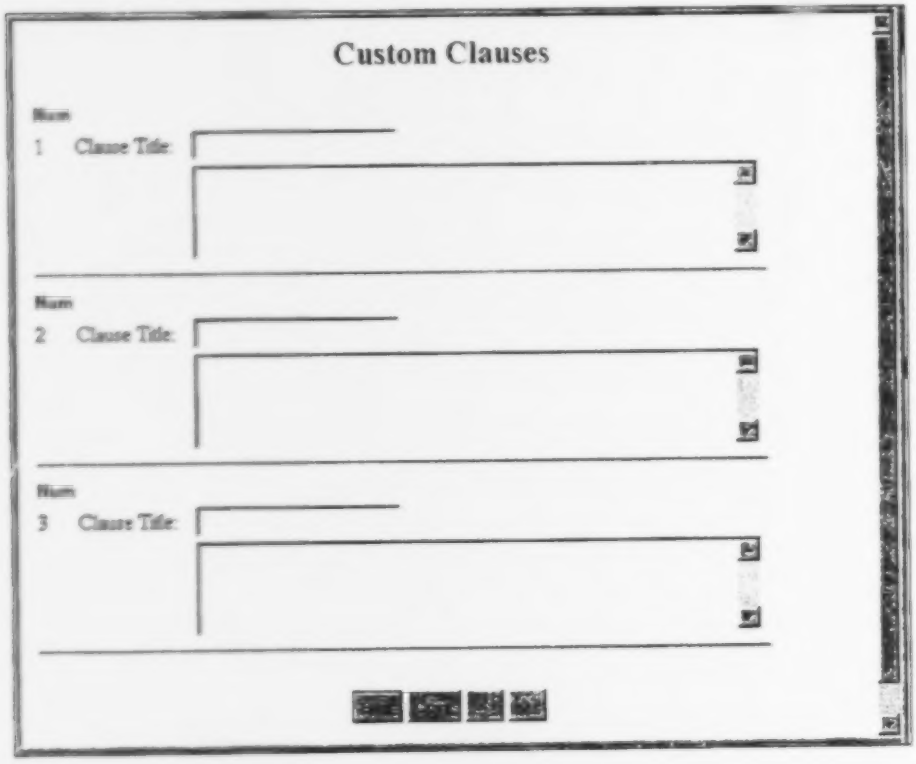


***Figure 3.44 Custom Clauses for Scale Site Authorization.***

- Enter the clause title and clause text.
- Click the button labelled > to add more clauses. Click the button labelled <and > to navigate.
- Click the button labelled **Enter** to submit changes.

- Click the button labelled **Close** to return to the Scale Site Authorization Screen.

**Adding Optional Clauses**

- Click the button labelled **Opt clauses** to open the Optional clauses window.

Optional Clause Selection for Site Authorization
Check options and click Submit button
Ind Num Clause Name
33 CHECK SCALE - SET ASIDE PROVISION
34 CHECK SCALE - DETAILS RETAINED AT SITE
35 LEDGER OR DIARY REQUIREMENT
36 SPREADING REQUIREMENT
37 BUCKING PRIOR TO SCALE
38 SCALING FORMS
39 SCALING AREA MAINTENANCE
40 SITE OPERATOR -COMMUNICATE CONDITIONS
41 ADEQUATE STAFFING LEVEL
42 NOTICE RE: START/END OF SCALING
43 WATERPROOF TAGS ON SCALED PARCELS
44 UNMARKED LOADS - INSTRUCTIONS
45 IDENTIFICATION OF SCALED LOADS
46 SCALING MUST BE BEFORE DECKING
47 WEIGHING OF TRUCKS
48 AUTHORITY TO BYPASS THE WEIGHT SCALE
49 RESPONSIBILITY OF WEIGHMASTER
50 APPROVED SAMPLE SELECTOR TO BE USED
51 CHANGES IN SCALE EQUIPMENT - APPROVAL
52 SAMPLING FREQUENCY - FOREST SERVICE
53 SCALE MALFUNCTIONS
54 LOADS NOT MEETING STRATA SPECIFICATION
55 SPREADING OF SAMPLE LOADS
56 ONLY SAMPLES IN SAMPLE YARD
57 CLEAR IDENTIFICATION OF SAMPLE LOADS
58 CANCELLATION/SUBSTITUTIONS OF SAMPLES
59 FOREST SERVICE RIGHT OF ACCESS
60 APPROVING CHANGES TO SCALING PROCEDURE

***Figure 3.45 Optional Clauses for Scale Site Authorization.***

- In the optional clause screen, click the check boxes to select the optional clauses.
- Click on 'Num' links to view the details of the Optional Clause in a new window. Click **Cancel** to close that window.

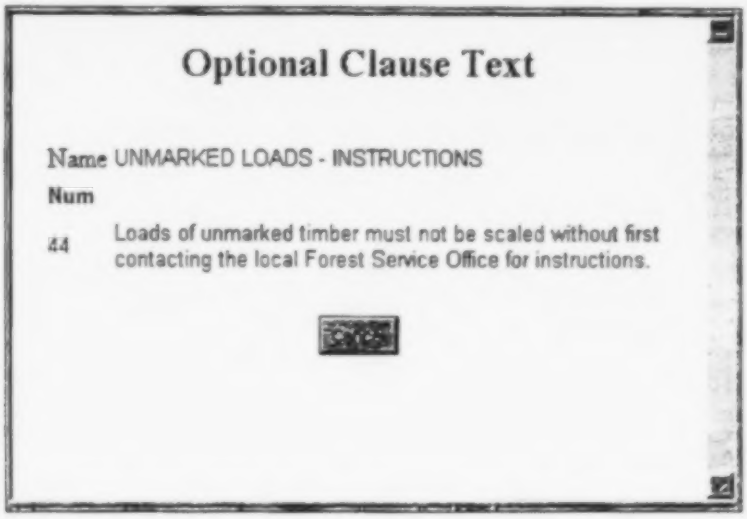
Optional Clause Text
Name UNMARKED LOADS - INSTRUCTIONS
Num
44
Loads of unmarked timber must not be scaled without first contacting the local Forest Service Office for instructions.

***Figure 3.46 Optional Clause Display Text Window.***

- Click on **Cancel** to close this window.
- Click the **Submit** button to save and return to Scale Site Authorization screen.
- Click the button labelled **Enter** to update the record.
- Click the button labelled **Cancel** to return to Scale Site Base Record screen.

## 3.3 Site Inspection Detail

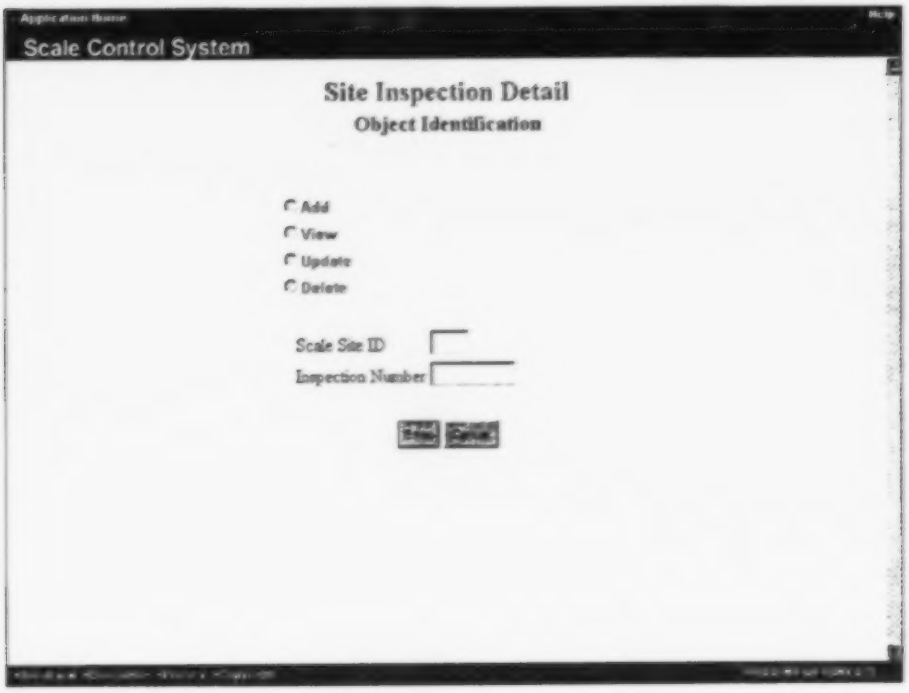


***Figure 3.47 Site Inspection Detail - Object Identification Screen.***

### 3.3.3.1 Displaying the Site Inspection Detail Screen

- This screen is displayed by selecting the radio button labelled **Site Inspection Detail** and clicking the **Enter** button on the Main Menu screen.
- You can View, Add, Update or Delete a Site Inspection Detail.

### 3.3.3.2 To Add a Site Inspection Detail Record

- Click the **Add** radio button.
- Enter a valid scale site ID.
- Click the button labelled **Enter**.
- The Scale Site Inspection Detail screen will be displayed in 'Add' mode.

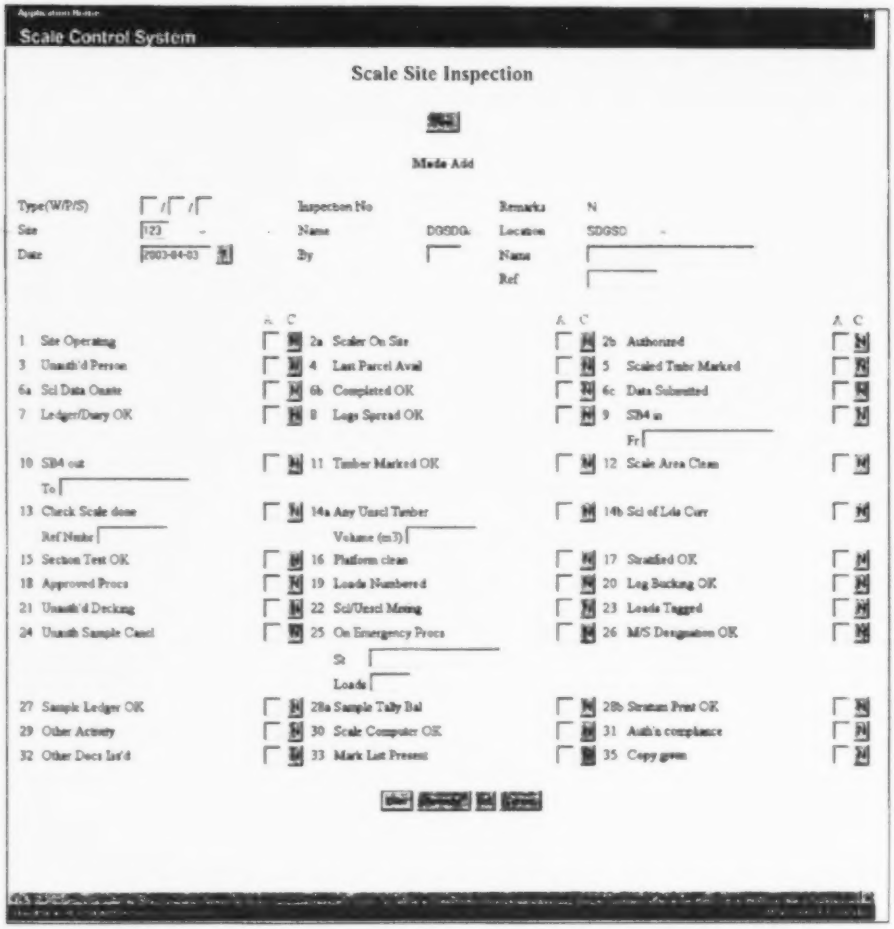


***Figure 3.48 Scale Site Inspection Add Screen.***

- Enter W, P, or S for field 'Type' in the text box.
- You must enter a valid value for either the 'By' field (Scaler License number) or 'Name' field (Inspector name).
- You can add remarks for fields with buttons after entering either 'Y' or 'N' in the text boxes.
- You can enter the header remarks by clicking the **Remarks** button. Click the **Enter** button to save the changes or **Cancel** to return to the previous screen without saving the remarks.
- Click the **Enter** button to save the Site Inspection Detail record.

- Click the **Exit** button to return to the Main Menu.
- Click the '**Cancel**' button to return to the Site Inspection Detail Object Identification screen.

### 3.3.3.3 To View the Site Inspection Detail Record

- Click the **View** radio button.
- Enter a valid Inspection Number.
- Click the **Enter** button.
- The Scale Site Inspection Detail screen will be displayed in View mode.

Scale Control System
Scale Site Inspection
Mode View
Type(W/B/S) P / /
Site 431
Date 1998-12-09
Inspection No 360123
Name SLOCAN VALEMOUNT DIV
By A123
Remarks N
Location SLOCAN YD/CEDARSIDE RD
Name MANAGEMENT ABEYANCE
Ref
Inspection Record 1 of 75
A C
1 Site Operating Y N
3 Unauth'd Person Y Y
6a Scl Data Onsite N
7 Ledger/Diary OK Y N
10 SB4 out To
13 Check Scale done Ref Numbr Y N
15 Section Test OK N
18 Approved Procs Y N
21 Unauth'd Decking Y Y
24 Unauth Sample Cancl N
27 Sample Ledger OK N
29 Other Activity Y N
32 Other Docs Iss'd Y N
2a Scaler On Site
4 Last Parcel Awal
6b Completed OK
8 Logs Spread OK
11 Timber Marked OK
14a Any Unscl Timber Volume (m3)
16 Platform clean
19 Loads Numbered
22 Scl/Unscl Mixing
25 On Emergency Procs Sl Loads
28a Sample Tally B
30 Scale Computer OK
33 Mark List Present
2b Authorized N
5 Scaled Timbr Marked Y N
6c Data Submitted N
9 SB4 in Fr Y N
12 Scale Area Clean Y N
14b Scl of Lds Curr N
17 Stranded OK N Y
20 Log Bucking OK Y N
23 Loads Tagged Y N
26 M/S Dengamon OK Y N
28b Stratum Prnt OK N
31 Auth'n compliance Y N
35 Copy given N

***Figure 3.49 Scale Site Inspection View Screen.***

- If there is more than one site inspection record, they can be navigated by using the < and > buttons.

- A **Y** under the column **C** indicates that a remark exists for that inspection item. Click on this to view the remarks for the inspection item.
- To view the header remarks of the Site Inspection, click the button labelled **Remarks**. A new window will be displayed showing the remarks.
- To view the Whodidit details, click the **Whodidit** button.
- To view the inspection details for other Inspection numbers, enter the Inspection number in the text box and click the **Get** button.
- To add, update or delete a record, click the **Add**, **Update** or **Delete** buttons respectively.
- To print the Site Inspection Form click the **Print** button.

### 3.3.3.4 To Update a Site Inspection Detail Record

- Click the **Update** radio button. You can only edit Inspection Number field.
- Enter a valid Inspection Number.
- Click the button labelled **Enter**.

***Figure 3.50 Site Inspection Record Update Screen.***

- Enter 'Y' or 'N' in the text box beside the Site inspection items. Click on this button to edit the remarks for that inspection. Remarks information will be displayed in a new window. Click **Enter** to save or **Cancel** to cancel the remarks.
- Click the button labelled **Remarks** to edit the header remarks of the Site Inspection record. A new window will be displayed showing the remarks. The remarks can be edited and saved.
- Click the **Enter** button to save the changes for the Site Inspection Detail record.
- Click the **Whodidit** button to view the 'Whodidit' details.
- Click on **Add**, **View** or **Delete** to add or view or delete a record.
- Click **Exit** to return to the Main Menu.

- Click the **Cancel** button to cancel the changes and return to the previous screen.

### 3.3.3.5 To Delete a Site Inspection Detail Record

- Click the **Delete** radio button. You can only edit the Inspection Number field.
- Enter a valid Inspection Number.
- Click on the button labelled **Enter**.

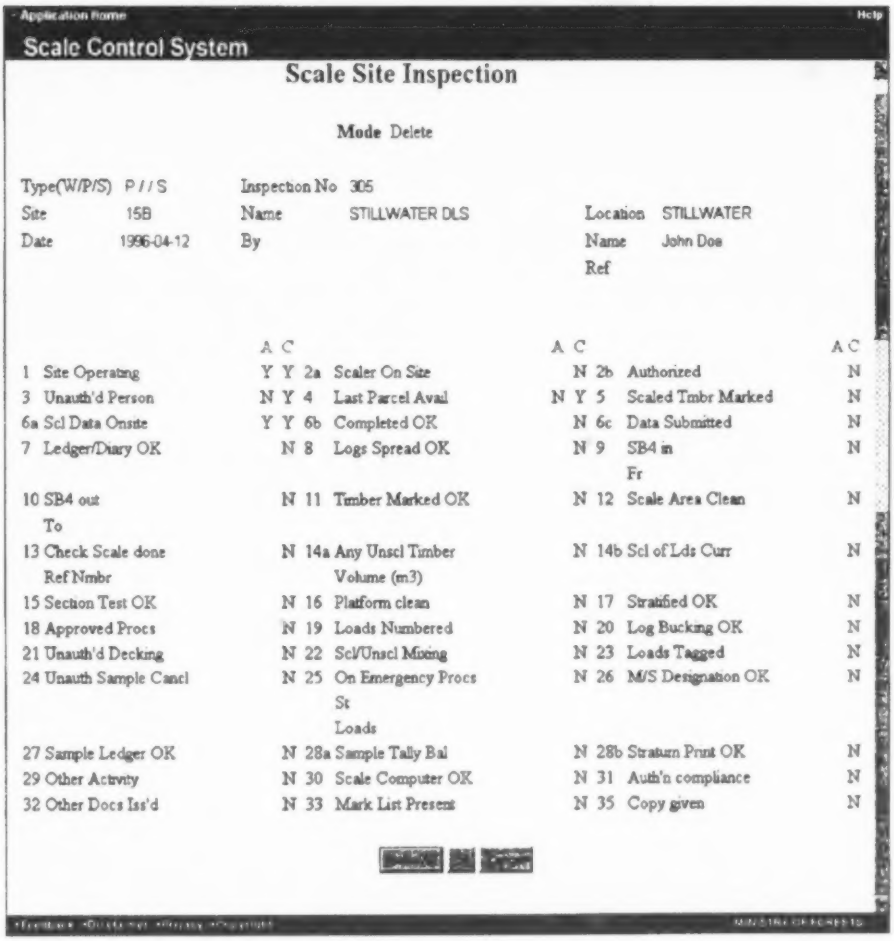


***Figure 3.51 Site Inspection Delete Screen.***

- Click the **Remove** button to delete the record permanently.

- Click **Exit** to return to the Main Menu without deleting the record.
- Click the **Cancel** button to return to the previous screen without deleting the record.

### 3.3.4 Site Inspection Summary

***Figure 3.52 Site Inspection Summary - Object Identification Screen.***

#### 3.3.4.1 Displaying the Site Inspection Summary Screen

- This screen is displayed by selecting the radio button labelled **Site Inspection Summary** and clicking the button labelled **Enter** on the Main Menu screen.

#### 3.3.4.2 To View a Site Inspection Summary

- Enter a valid Scale Site ID.
- Click the **Enter** button.
- The Site Inspection Summary screen will be displayed.

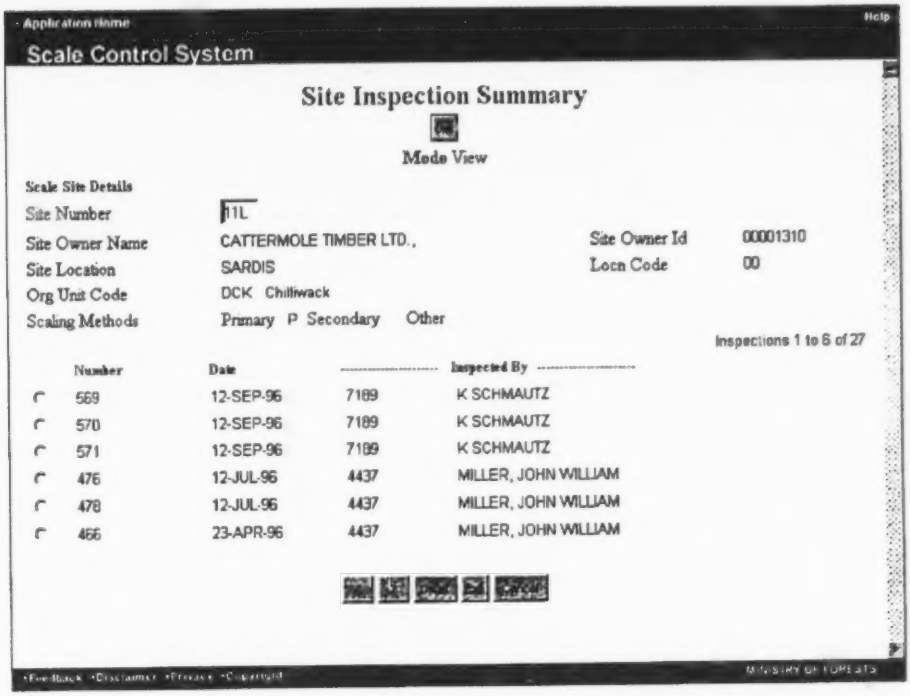


***Figure 3.53 Site Inspection Summary Screen.***

- To view the Site Inspection Summary of other sites, enter the new site id in the textbox and click the **Get** button.
- A maximum of six records are displayed on the screen at a time. If there are more than six records, you can be navigate through them with the **< (previous)** or **> (next)** buttons.
- To view any Site Inspection Detail for a particular site, select the radio button beside it and click the **Detail** button. The Site Inspection Detail screen will be displayed in View mode.
- Click the **Exit** button to return to the Main Menu.
- Click the **Cancel** button to return to the previous screen.

## 3.4 Mark/Site Designation

*Figure 3.54 Mark Site Designation - Object Identification Screen.*

### 3.4.1 Displaying the Mark/Site Designation Screen

- This screen is displayed by selecting the radio button labelled **Mark/Site Designation** and clicking the button labelled **Enter** on the SCS Main Menu Screen.

### 3.4.2 To Add a Mark/Site Designation

- Enter a valid 'Timber Id' and select 'Timber ID type' on the Mark Site Designation Object Identification screen.
- Click on the radio button labelled **Add**.
- Click on the button labelled **Enter**.
- The Mark/Site Designation Add Screen is shown:

*Figure 3.55 Mark/Site Designation Add Screen.*

- If mark site details already exist, then the Mark/Site Details Update screen is shown. However, if no Mark/Site Data exists, then the Mark/Site Designation Add Screen is shown.
- Six site records are displayed at a time. You can navigate through the records with the < and > buttons.
- To view the site information for a particular site, click on the radio button beside the site, then click the button labelled **Site**. The Scale Site Base Record View screen is shown.
- To view site name, click on the radio button beside the site, then click the button labelled **Site Name**.
- Enter information on the blank rows to add new Mark/Site Designations.
- Set AutoPrint (Y/N) to 'Y' to print the Mark site Designation Letter after entering the details. Refer to the section: 'Immediate Reports' in the 'Report Handling' section for more details.
- Enter a valid Mark/Site Designation expiry date and click on the button labelled **Enter** to save the changes

- Click on **Cancel** to return to previous screen.
- Click on '**Exit**' to return to the Main Menu.
- To add the optional clauses, click the button labelled **Opt Clauses**. The optional clauses screen will be displayed in a separate window.

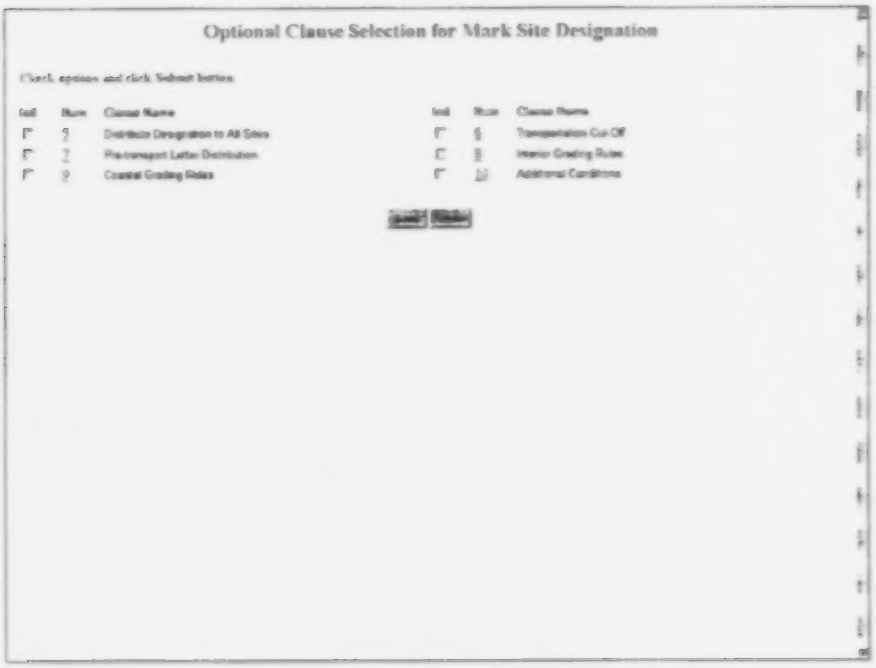


***Figure 3.56 Optional Clauses for Mark/Site Designation Add Screen.***

- In the optional clause screen, click on the check boxes to select optional clauses.
- Click on the 'Num' button to view the details of the Optional Clause in a new window. Click **Cancel** to close that window.
- Click on 'Submit' button to save and return to Mark Site Designation screen.

### 3.4.3 To View the Details of a Mark/Site Designation

- Enter a valid 'Timber ID' and select 'Timber ID' type on the Mark Site Designation Object Identification screen.
- Click on the radio button labelled **View**.

- Click on the button labelled **Enter**.
- Mark/Site Designation View Screen is shown:

***Figure 3.57 Mark/Site Designation View Screen.***

- To get the details of another Mark Site Designation, enter the 'Timber ID' and 'ID Type', then click on the button labelled **Get**.
- To view the 'who did it' information for Mark/Site Designation, click on the button labelled **Whodidit**.
- To view the site name, click on the radio button beside the site name, then click the button labelled **Site Name**.
- To view the site information for a particular site, click on the radio button beside the site, then click the button labelled **Site**. The Scale Site Base Record Screen will be displayed.
- Buttons > and < will be displayed, If there are more than six sites, you can click the buttons labelled < and > to navigate.
- Click on the button labelled **Print** to print the Mark/Site Designation Information.

- You can choose to **Update** and **Delete** the displayed record using the buttons provided above.
- You can add a new record beside the displayed 'Timber-ID' by clicking on the button labelled **Add**. The Mark/Site Designation Add screen will be displayed.
- To view the optional clauses, click the button labelled **Opt Clauses**. The optional clauses will be displayed on a separate window.

Optional Clause Selection for Mark Site Designation
Ind Num Clause Name
5 Distribute Designation to All Sites
7 Pre-transport Letter Distribution
9 Coastal Grading Rules
Ind Num Clause Name
6 Transportation Cut-Off
8 Interior Grading Rules
10 Additional Conditions
Cancel

***Figure 3.58 Optional Clause for Mark/Site Designation View Screen.***

- A 'Y' under the **Ind** column indicates that the particular optional clause has been selected.
- Click the 'Cancel' button to close the screen and return to the Mark Site Designation Screen.

### 3.4.4 To Update a Mark/Site Designation

- Enter a valid 'Timber ID' and select 'Timber ID type' on the Mark Site Designation Object Identification screen.

- Click on the radio button labelled **Update**.
- Click on the button labelled **Enter**.
- The Mark/Site Designation Update Screen is shown:

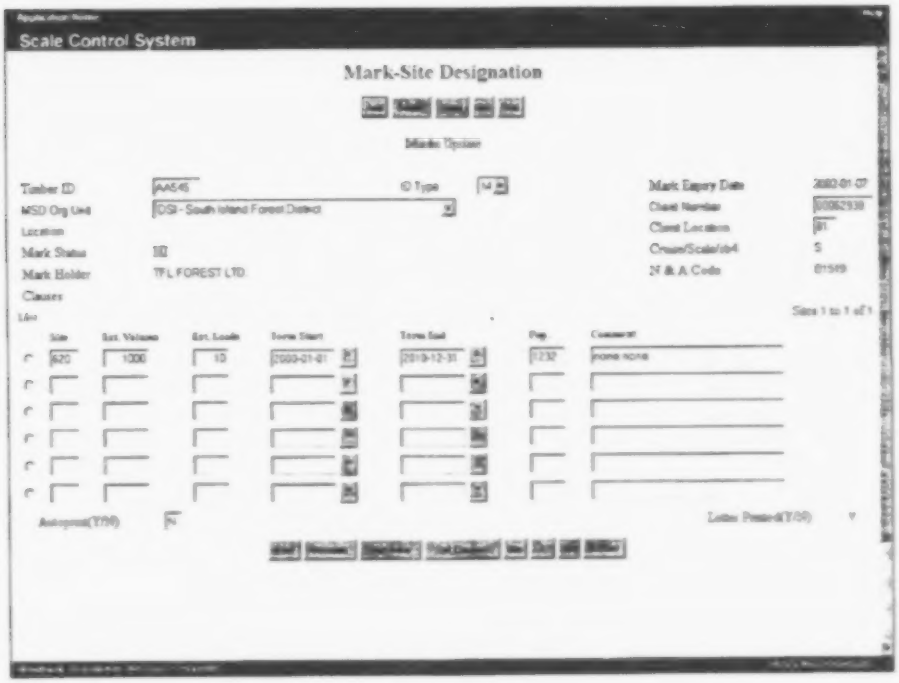


***Figure 3.59 Mark-Site Designation Update Screen.***

- You can update the Mark/Site Designation for another 'Timber Id' by entering the 'Timber Id' in the text box, selecting 'Id Type' and clicking the button labelled **'Get'**.
- Buttons > and < will be displayed if there are more than six sites. You can navigate through the records by clicking the buttons labelled < and >.
- To view the site information beside the particular site, click on the radio button beside the site, then click the button labelled **Site**.
- Click on the button labelled **Whodidit** to view the 'Who did it' information for the Mark/Site Designation.
- To view the site name, click on the radio button beside the site, then click the button labelled **Site Name**.

- Enter the new information on the blank rows to add the new Mark/Site Designations or to edit the existing information. Click on the button labelled **Enter** to save the changes.

- Set AutoPrint (Y/N) to 'Y' to print the Mark/Site Designation letter after the details are saved.

- Click the button labelled **Print** to print the Mark/Site Designation Details. Refer to the section: 'Immediate Reports' in the 'Report Handling' section for more details.

- Click the button labelled **Cancel** to return to previous screen or **Exit** to return to SCS Main Menu.

- To update the optional clauses, click the button labelled **Opt Clauses**. The optional clauses will be displayed on a separate window.

### 3.4.5 To Delete a Mark/Site Designation

- Enter a valid 'Timber ID' and 'Timber ID Type' on the Mark Site Designation Object Identification screen.

- Click on the radio button labelled **Delete**, then click on the button labelled **Enter**.

- The Mark/Site Designation Delete Screen is shown:

***Figure 3.60 Mark/Site Designation Delete Screen.***

- Click the button labelled **Remove** to delete the record.
- Click on **Cancel** button to cancel the deletion of the record and return to the previous screen.
- Click the **Exit** button to return to the Main Menu without deleting the record.

### 3.3.3 Current Designations

#### 3.3.3.1 To View Current Designations

**Displaying the Current Designations Screen**

- Click the button labelled **Curr Desig** on the Scale Site Base Record View Screen.
- The following screen is displayed:

*Figure 3.61 Current Designations View Screen.*

**To View Mark Details**

- Click the radio button beside Mark, then click the button labelled **Mark Detail**. The Mark Site Designation View screen is displayed.
- Click the button labelled **Cancel** to return to Scale Site Base Record screen.

## 3.8 Inquiries

### 3.8.1 General Inquiry Scalers

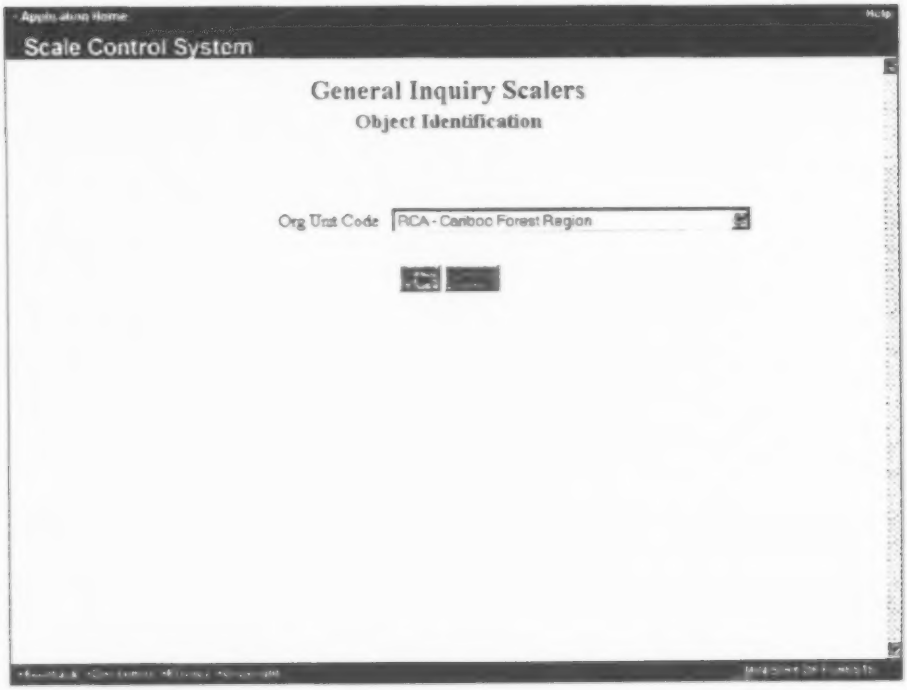


*Figure 3.62 General Inquiry Scalers - Object Identification Screen.*

#### 3.8.1.1 Displaying the General Inquiry Scalers Screen

- This screen is displayed by selecting the radio button labelled **General Inquiry Scalers** and clicking on the **Enter** button on the Main Menu screen.

#### 3.8.1.2 To View the details of General Inquiry Scalers

- Select an Org Unit Code from the list.
- Click on the button labelled **Enter**.
- The Authorized Scaler Query List Screen is displayed.

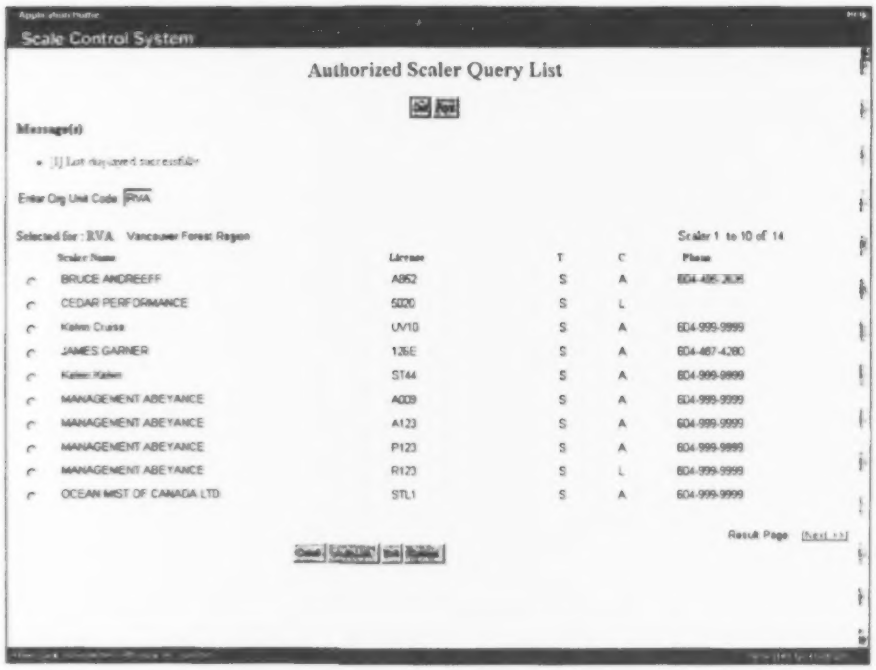
Scale Control System
Authorized Scaler Query List
Message(s)
Enter Org Unit Code RVA
Selected for : RVA Vancouver Forest Region
Scaler 1 to 10 of 14
Scaler Name
License
T
C
Phone
BRUCE ANDREEFF A852 S A 604-495-3634
CEDAR PERFORMANCE 5020 S L
Kelvin Cruise UV10 S A 604-999-9999
JAMES GARNER 126E S A 604-467-4280
Kelvin Kelvin ST44 S A 604-999-9999
MANAGEMENT ABEYANCE A009 S A 604-999-9999
MANAGEMENT ABEYANCE A123 S A 604-999-9999
MANAGEMENT ABEYANCE P123 S A 604-999-9999
MANAGEMENT ABEYANCE R123 S L 604-999-9999
OCEAN MIST OF CANADA LTD STL1 S A 604-999-9999
Result Page

***Figure 3.63 Authorized Scaler Query List Screen.***

- To view Scaler details, click the radio button beside the displayed Scaler, then click the button labelled **Detail**. The Scaler Base Record View screen will be displayed.
- To view Scaler Authorization, click the radio button beside the displayed Scaler, then click the button labelled **Auth List**. The Authorised Scaler Query List (Detail) Screen is displayed.
- Click the button labelled **Print** to print the Authorised Scaler Query List screen.
- To view the authorised scalers for another Org unit, enter the org unit code in the textbox and click the buttor labelled **Get.**
- You can navigate through the records by clicking the **Next >>** or **<< Prev** buttons if there are more than 10 records.
- Click **Exit** to return to the Main Menu.

**To View Authorised Scaler Query List (Detail) Screen**

- On the Authorized Scaler Query List Screen, select a record by clicking on the radio button, then click on the button labelled **Auth List**.

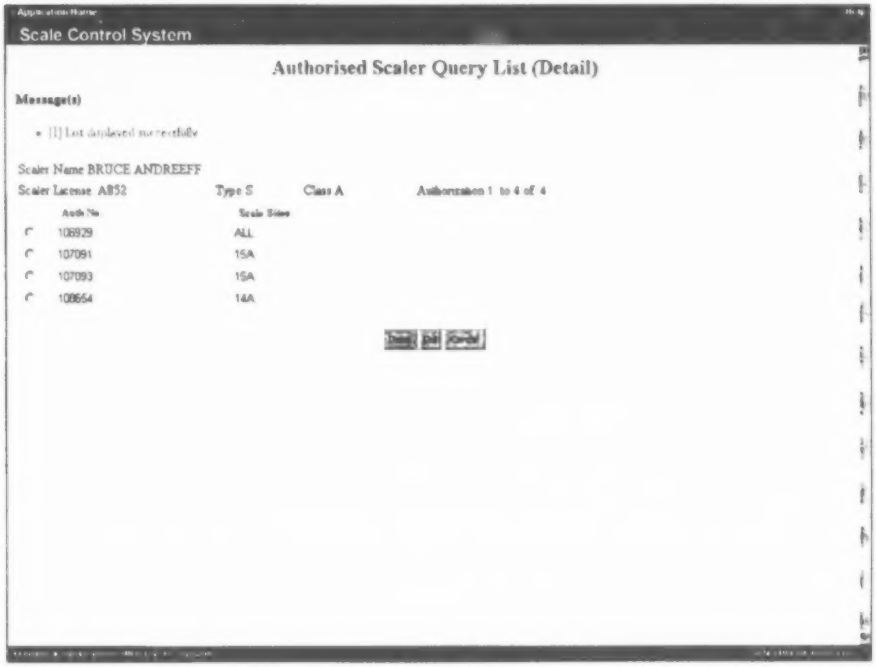


***Figure 3.64 Authorized Scaler Query List (Detail) Screen.***

- To view Scaler Authorization details, select a record by clicking the radio button beside the record, then click the button labelled **Detail.** The Scaler Authorization View Screen will be displayed.

### 3.8.2 General Inquiry Sites

***Figure 3.65 General Inquiry Sites - Object Identification Screen.***

#### 3.8.2.1 Displaying the General Inquiry Sites Screen

- This screen is displayed by selecting the radio button labelled **General Inquiry Sites** and clicking the **Enter** button on the Main Menu screen.

#### 3.8.2.2 To View the Details of General Inquiry for Site

- Select an 'Org Unit Code' from the list.
- Choose the sort option. Click the radio button beside the particular option to display the records sorted on that field.
- Click on the **Enter** button.
- The Active Scale Site Query list screen is displayed.

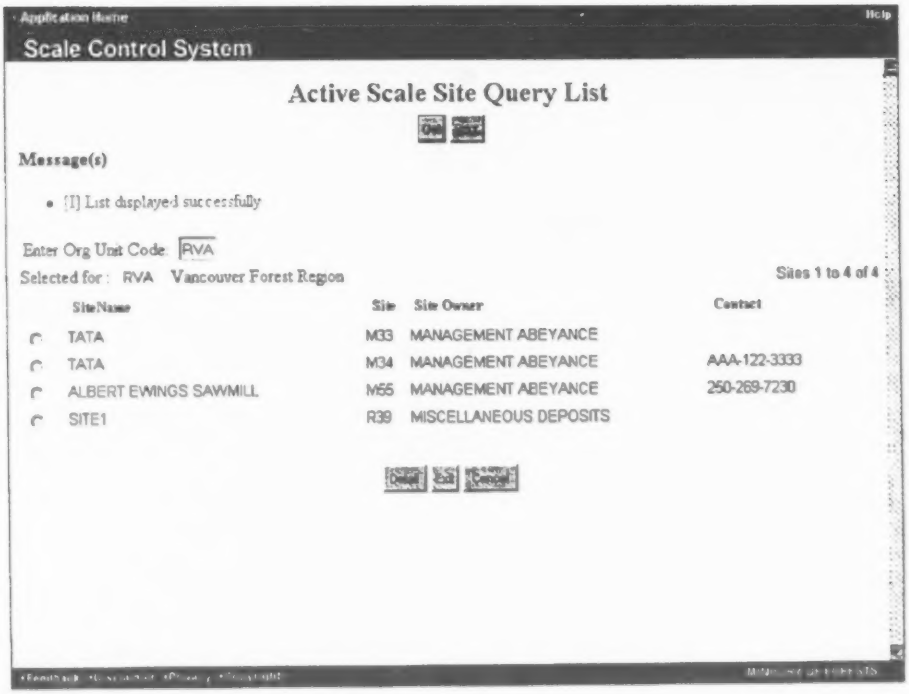


***Figure 3.66 Active Scale Site Query List Screen.***

- To view the site details of the sites displayed, click the radio button beside the site, and click the button labelled **Detail.** The Scale Site Base record will be displayed in the View mode.
- To print the Active Scale Site Report, click the button labelled **Print**.
- To get data for a different area, enter the new Org unit code in the textbox and click the button labelled **Get**.
- You can navigate through the records by clicking on the **Next >>** or **<< Prev** buttons if there are more than 10 records.
- Click the button labelled **Exit** to return to the Main Menu.
- Click on **Cancel** to return to the previous screen.

# Checkscales 4

## 4.1 Check Scale Detail

*Figure 4.1 Check Scale Detail - Object Identification Screen.*

### 4.1.1 Displaying the Check Scale Detail Screen

- This screen is displayed by selecting the radio button labelled **Check Scale Detail** and clicking on the **Enter** button on the Main Menu screen.
- You can Add, View, Update and Delete a Check Scale Detail record.

### 4.1.2 To Add a Check Scale Detail Record

- Click on the **Add** radio button.
- Click on the **Enter** button.
- The Check Scale Detail Screen will be displayed in the Add mode.

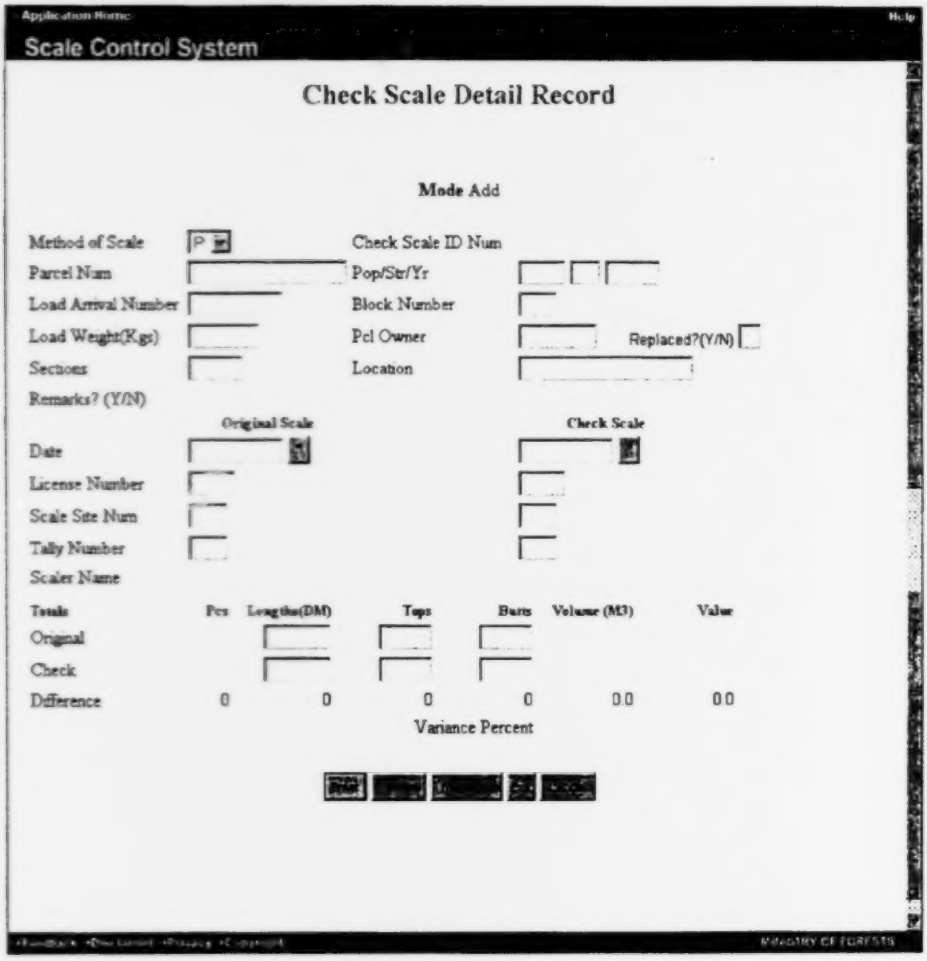


***Figure 4.2 Check Scale Detail Add Screen.***

- You must enter values for mandatory fields (Method of Scale, Replaced (Y/N), Original Scale and Check Scale). There should also be at least one record for Species Grade Detail.
- Click on the **Detail** button to go to Species Grade Detail screen (it is mandatory to add at least one record).
- Click the **Enter** button to save the record. After successful addition the screen will be displayed in View mode.
- Click the **Remarks** button to enter remarks for check scale detail. A separate screen will be opened.

- Click the **Exit** button to return to Main Menu.
- Click the **Cancel** button to cancel the changes and return to the previous screen.

**To Add Species Grade Detail**

- Click on **Detail** in the Check Scale Detail screen in Add mode.
- The Species Grade Detail screen will be displayed.

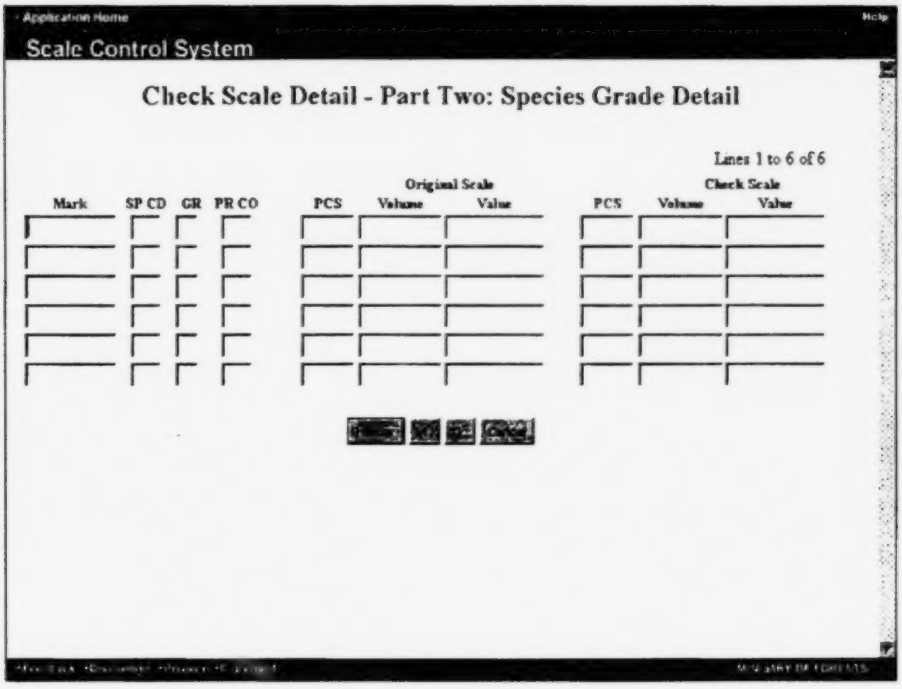


***Figure 4.3 Check Scale Detail - Species Grade Detail Screen.***

- You must enter at least one line of mandatory fields (Mark, Original Scale and Check Scale).
- You must enter at least one record. More than six records can be entered through the **< (for previous)** or **> (for next)** navigation buttons.
- Click the **Cancel** button to go back to the previous screen.
- Click the **Header** button to submit data and go back to the Check Scale Detail screen.

### 4.1.3 To View a Check Scale Detail Record

- Click on the **View** radio button on the Check Scale Detail Object Identification screen.
- Enter a valid Check Scale Record ID and click on the **Enter** button.
- The Check Scale Detail screen will be displayed in the View Mode.

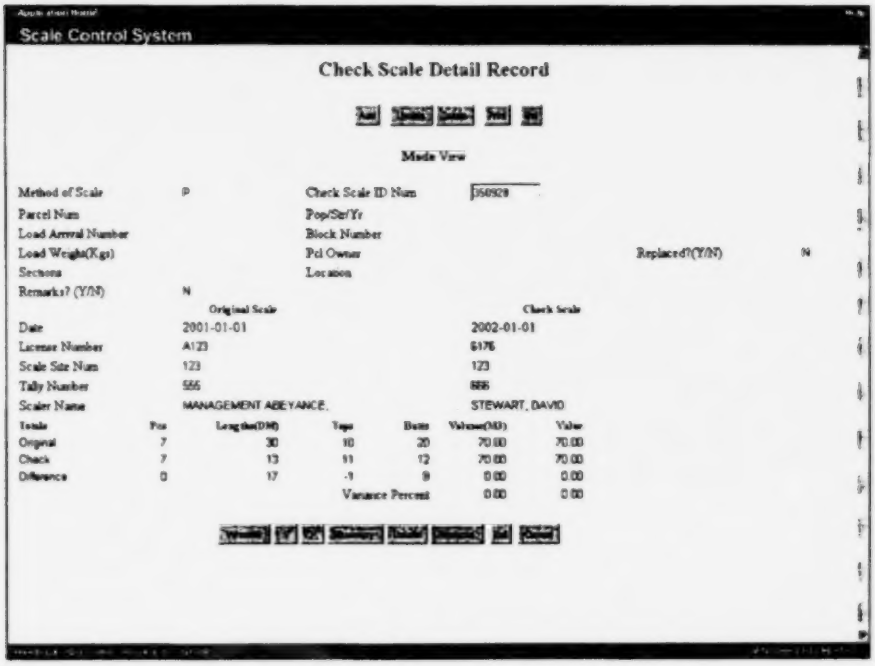


***Figure 4.4 Check Scale Detail View Screen.***

- You can add, update or delete any record from this screen by clicking the corresponding buttons at the top of the screen.
- Click the button labelled **Print** to print the Check scale advisory letter.
- Click the **Get** button after entering the new Check Scale ID number to retrieve the new record.
- Click on the < (previous) and > (next) buttons to navigate through the records.
- Click on the **Cancel** or **Exit** button to return.
- To View the Check Scale Summary Record.

- Click the **Summary** button to view the check scale summary. It will display summary information on the Check Scale Summary Record screen. Click the **Cancel** button to return to the Check Scale Detail Record screen.

- For more details refer to the 'Check Scale Summary' (Section 3.6).

**To View Species Grade Detail**

- Click the **Details** button to view the Species Grade Detail screen in the View mode.

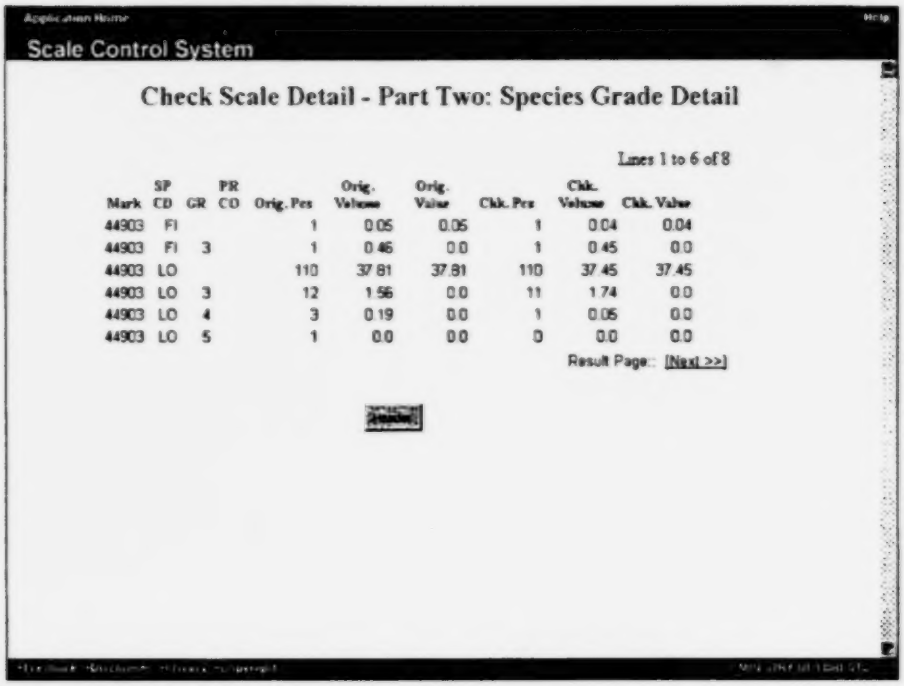
Scale Control System
Check Scale Detail - Part Two: Species Grade Detail
Lines 1 to 6 of 8
Mark SP CD GR PR CD Orig. Pcs Orig. Volume Orig. Value Chk. Pcs Chk. Volume Chk. Value
44903 FI 1 0.05 0.05 1 0.04 0.04
44903 FI 3 1 0.46 0.0 1 0.45 0.0
44903 LO 110 37.81 37.81 110 37.45 37.45
44903 LO 3 12 1.56 0.0 11 1.74 0.0
44903 LO 4 3 0.19 0.0 1 0.05 0.0
44903 LO 5 1 0.0 0.0 0 0.0 0.0
Result Page:: [Next >>]

***Figure 4.5 Check Scale Details Species Grade Details View Screen.***

- More records can be viewed by clicking on **Next >>** or **<< Prev**.

- Click the **Header** button to return to the Check Scale Detail screen.

**To View Who Did It**

- Click the **Whodidit** button to view 'Whodidit' information. It will be displayed on a separate screen.

- Click the **Close** button to close the screen.

**To View Remarks**

- Click the **Remarks** button to view remarks for the check scale detail. It will be displayed on a separate screen.

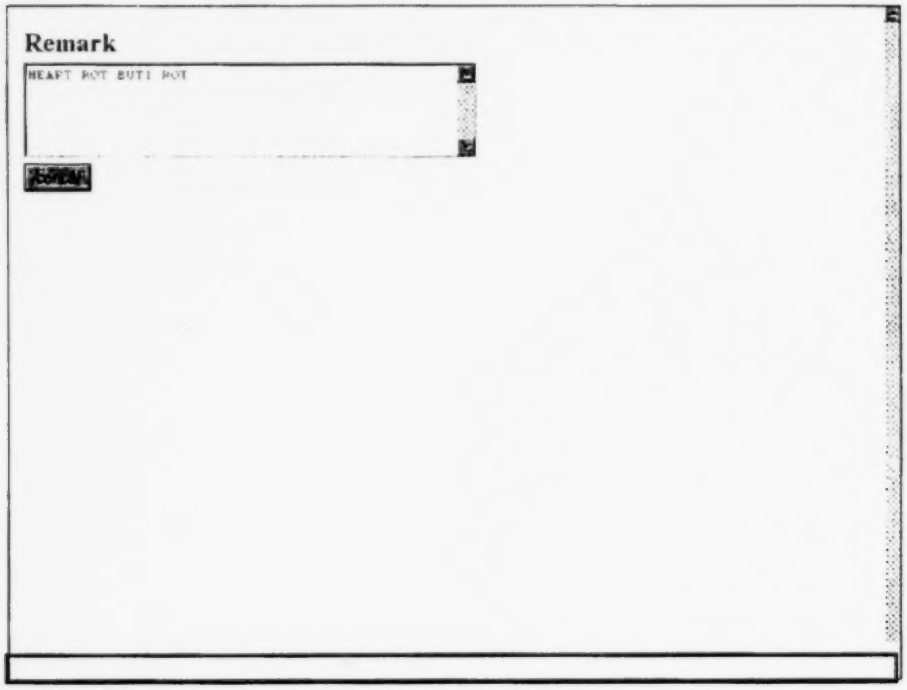


***Figure 4.6 Remarks Screen for Check Scale Details Screen.***

- Click the **Cancel** button to close the screen.

### 4.1.4 To Update the Check Scale Detail Record

- Click the **Update** radio button on the Check Scale Detail Object Identification screen.
- Enter a valid check scale record ID.
- Click the **Enter** button.
- The Check Scale Detail Record screen will be displayed in the Update mode.

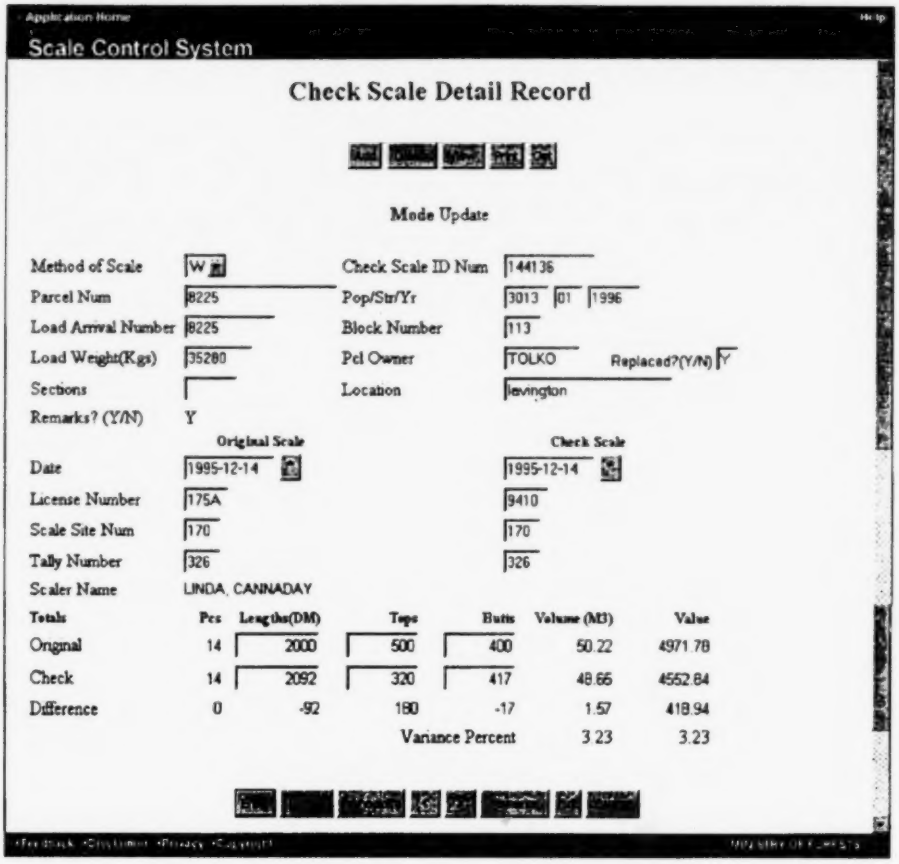


***Figure 4.7 Check Scale Details Update Screen.***

- You can change information available in editable text fields.
- You can add, view or delete a record from this screen by clicking on the corresponding buttons at the top of the screen.
- Click the **Enter** button to save the changes.
- Click on **< (previous)** or **> (next)** buttons to navigate through the Check Scale Detail records.
- Click the button labelled **Print** to print the Check scale advisory letter.
- Click on **Whodidit** to view the 'Whodidit' information.

- Enter a new Check Scale ID and click on the **Get** button to retrieve a new record to update.
- Click the **Cancel** button to cancel the changes and go to View mode.
- Click the **Exit** button to return to the Main Menu.

**To Update Species Grade Detail**

- Click the **Details** button on the Check Scale Details Update screen to edit the species grade detail.

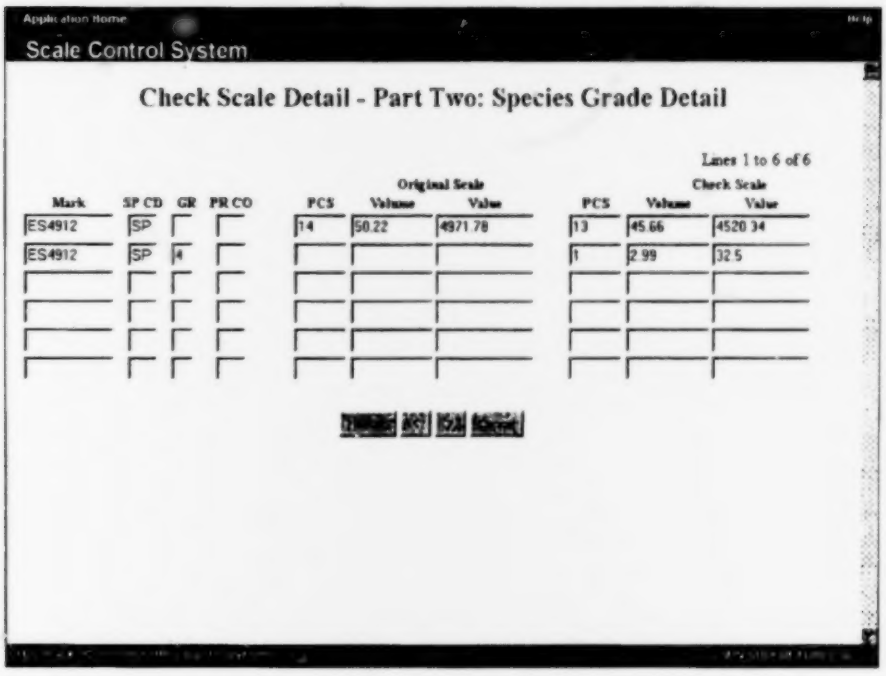


***Figure 4.8 Check Scale Detail - Part Two: Species Grade Detail Update Screen.***

- Click the **Cancel** button to go back to the main screen.
- Click the **Header** button to validate the new entry before going back to the Check Scale details Screen.
- You can navigate to more records by using the **< (previous)** or **> (next)** buttons.

**To Update Remarks**

- Click the **Remarks** button to update the remarks for the check scale detail. The Remarks screen will be opened in a separate window.
- Click the **Enter** button to save the changes and close the screen.

### 4.1.5 To Delete a Check Scale Detail

- Click the **Delete**'radio button on the Check Scale Detail Object Identification Screen.
- Enter a valid Check Scale Record ID.
- Click the **Enter** button.
- The Check Scale Detail Record screen will be displayed in Delete mode.

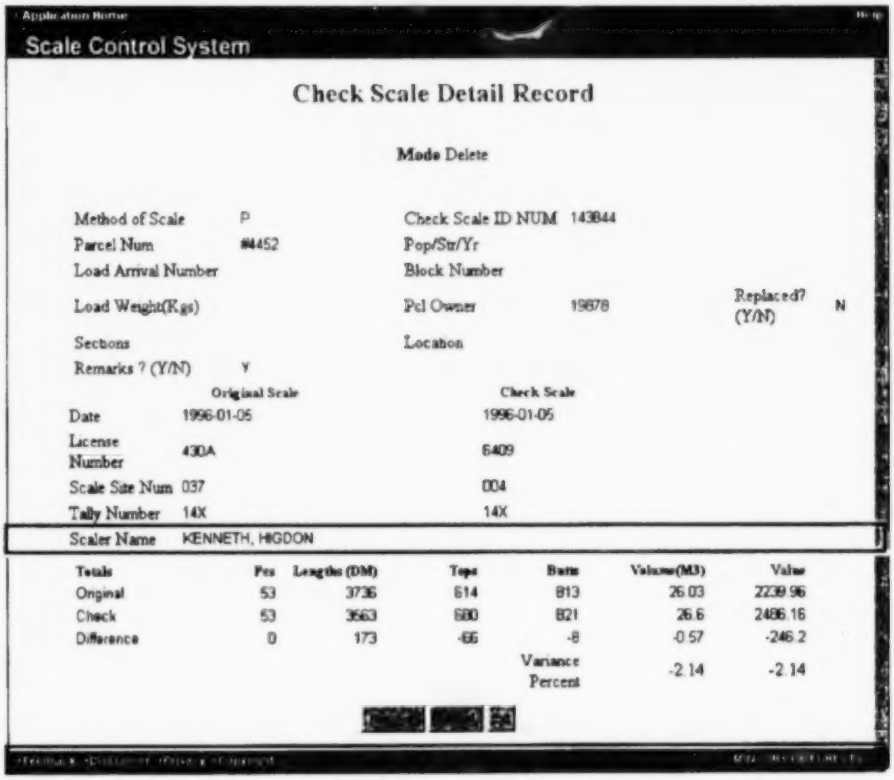


***Figure 4.9 Check Scale Details Delete Screen.***

- Click the **Remove** button to delete the record permanently and return to the Check Scale Detail Object Identification screen.
- Click the **Cancel** button to cancel the deletion and go to View mode.
- Click the **Exit** button to return to the Main Menu without deleting the record.

## 4.2 Check Scale Summary

***Figure 4.10 Check Scale Summary - Object Identification Screen.***

### 4.2.1 Displaying the Check Scale Summary Screen

- This screen is displayed by selecting the radio button labelled **Check Scale Summary** and clicking the **Enter** button on the Main Menu screen.
- You can only view Check Scale Summary records.

### 4.2.2 To View the Check Scale Summary Record

- Enter a valid original license number or check scale license number (or both).
- Click the **Enter** button.
- The Check Scale Summary screen will be displayed.

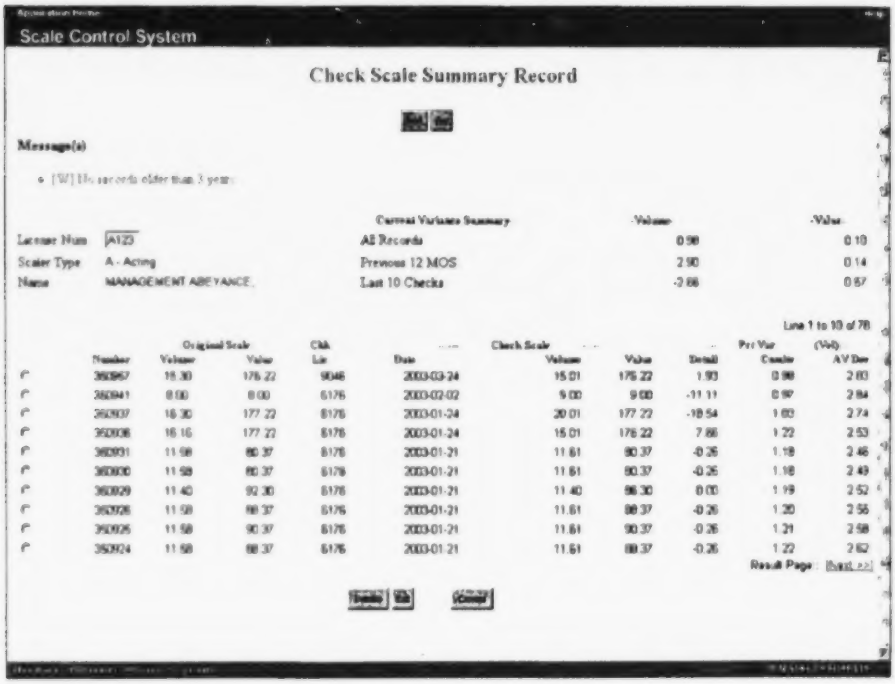


***Figure 4.11 Check Scale Summary Screen.***

- To view other check scale summary records for another license number, enter the new license number in the text box and click the **Get** button.
- Click the **Print** button to print the Check Scale History Report.
- To view the Check Scale Detail of any record, click on the radio button beside the record, then click the **Details** button. The Check Scale Detail screen will be displayed in the View mode.
- Click the **Exit** button to return to the Main Menu.
- Click the **Cancel** button to return to the previous screen.
- You can navigate through the records by clicking on the **Next >>** or **<< Prev** links when there are more than 6 records.

## 4.3 Check Scale Upload

*Figure 4.12 Check Scale Upload Utility Screen.*

### 4.3.1 Displaying the Check Scale Upload Utility Screen

- This screen is displayed by selecting the **Check Scale Upload** radio button and clicking on the **Enter** button on the Main Menu screen.

### 4.3.2 To Upload a Check Scale

- From the Check Scale Upload Utility Screen, click the **Browse** button.
- Navigate to the CheckIII folder, and double click on it to open.
- Find the SendVM.fil file and click on it to highlight it.
- Click **Open**.

- Click the **Submit** button.
- The check scale will load into SCS. Review the information, then click the **Submit** button to complete the upload.

## 4.4 Site Inspection Upload

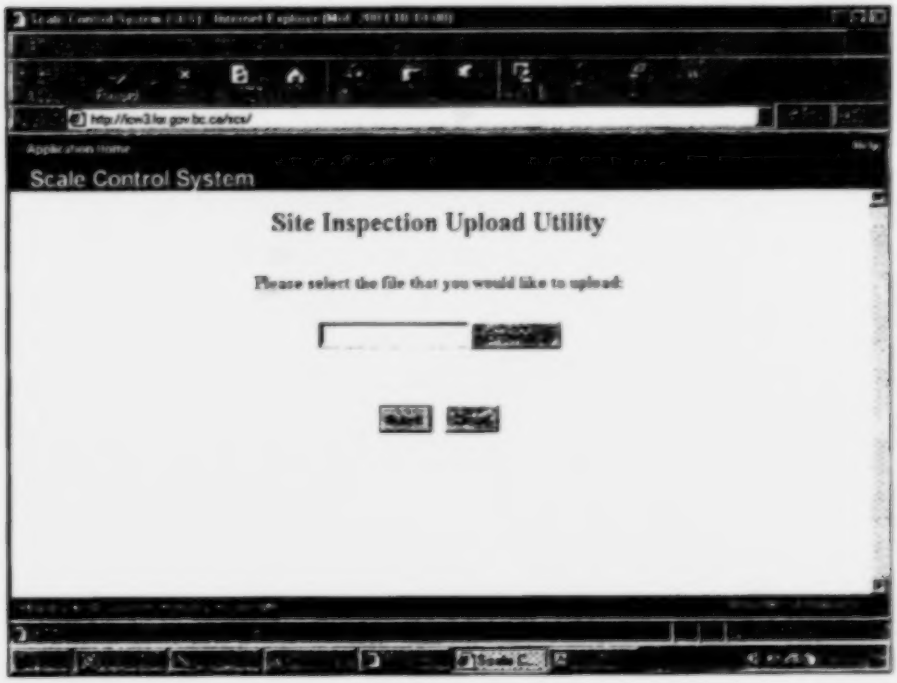


*Figure 4.13 Site Inspection Upload Utility Screen.*

### 4.4.1 Displaying the Site Inspection Upload Utility Screen

- This screen is displayed by selecting the **Site Inspection Upload** radio button and clicking on the **Enter** button on the Main Menu screen.

### 4.4.2 To Upload a Check Scale

- From the Site Inspection Upload Utility Screen, click the **Browse** button.
- Navigate to the CheckIII folder, and double click on it to open.
- Find the Site_isp file and click on it to highlight it.
- Click **Open**.

- Click the **Submit** button.
- The site inspection will load into SCS. Review the information, then click the Submit button to complete the upload.

# Site Inspections 5

## 5.1 Site Inspection Detail

*Figure 5.1 Site Inspection Detail - Object Identification Screen.*

### 5.1.1 Displaying the Site Inspection Detail Screen

- This screen is displayed by selecting the radio button labelled **Site Inspection Detail** and clicking on the **Enter** button on the Main Menu screen.
- You can View, Add, Update or Delete a Site Inspection Detail.

### 5.1.2 To Add a Site Inspection Detail Record

- Click on the **Add** radio button. You can only edit the 'Scale Site ID' field.
- Enter a valid scale site id.
- Click the button labelled **Enter**.
- The Scale Site Inspection Detail screen will be displayed in 'Add' mode.

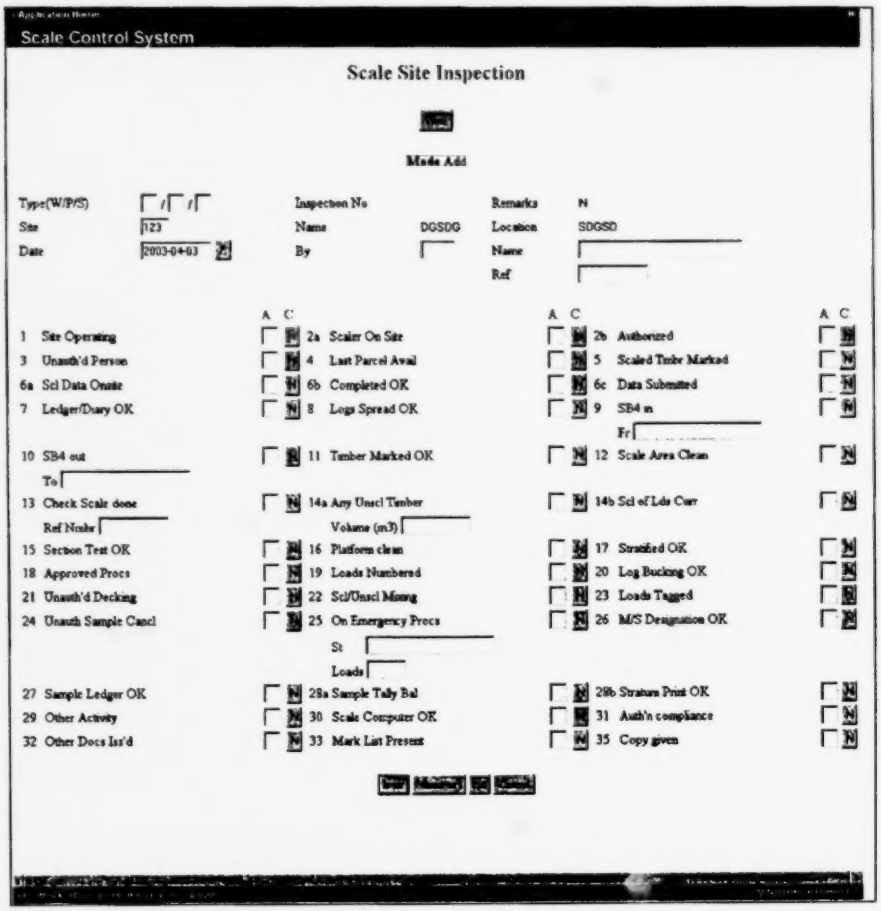


***Figure 5.2 Scale Site Inspection Add Screen.***

- You must enter either W, P or S for field 'Type' in the text box.
- You must enter a value for the 'By' field (Scaler License number), or the 'Name' field (Inspector name).
- You can add remarks for fields with buttons after entering either 'Y' or 'N' in the text boxes.
- You can enter header remarks by clicking on the **Remarks** button. Click the **'Enter'** button to save the changes or **Cancel** to return to the previous screen without saving the remarks.
- Click the **Enter** button to save the Site Inspection Detail record.

- Click the **Exit** button to return to the Main Menu.
- Click the **Cancel** button to return to the Site Inspection Detail Object Identification screen.

### 5.1.3 To View a Site Inspection Detail Record

- Click on the **View** radio button. You can only edit the Inspection Number field.
- Enter a valid Inspection Number.
- Click the **Enter** button.
- The Scale Site Inspection Detail screen will be displayed in View mode.

Scale Control System
Scale Site Inspection
Mode View
Type(W/P/S) P / /
Site 431
Date 1999-12-09
Inspection No 360123
Name SLOCAN VALEMOUNT DIV
By A123
Remarks N
Location SLOCAN YD/CEDARSIDE RD
Name MANAGEMENT ABEYANCE,
Ref
Inspection Record 1 of 75
A C
1 Site Operating Y N
2a Scaler On Site N
2b Authorized N
3 Unauth'd Person Y Y
4 Last Parcel Avnl Y Y
5 Scaled Timbr Marked Y N
6a Scl Data Onsite N
6b Completed OK N
6c Data Submitted N
7 Ledger/Diary OK Y N
8 Logs Spread OK Y N
9 SB4 in Fr Y N
10 SB4 out To Y N
11 Timber Marked OK Y N
12 Scale Area Clean Y N
13 Check Scale done Ref Numbr Y N
14a Any Unscl Timber Volume (m3) N
14b Scl of Lds Curr N
15 Section Test OK N
16 Platform clean N
17 Stumpage OK N Y
18 Approved Procs Y N
19 Loads Numbered Y N
20 Log Bucking OK Y N
21 Unauth'd Decking Y Y
22 Scl/Unscl Mixing Y Y
23 Loads Tagged Y N
24 Unauth Sample Cuttg N
25 On Emergency Procs St Loads N
26 M/S Designation OK Y N
27 Sample Ledger OK N
28a Sample Tally Bal N
28b Stratum Prmt OK N
29 Other Activity Y N
30 Scale Computer OK Y N
31 Auth'n compliance Y N
32 Other Docs Iss'd Y N
33 Mark List Present Y Y
35 Copy given N

***Figure 5.3 Scale Site Inspection View Screen.***

- If there is more than one site inspection record, they can be navigated by using the < and > buttons.

- A **Y** under the column **C** indicates that a remark exists for that inspection item. Click on this to view remarks for that inspection item.
- To view the header remarks for the Site Inspection, click the button labelled **Remarks**. A new window will be displayed showing the remarks.
- To view the Whodidit details, click the **Whodidit** button.
- To view the Inspection details for other Inspection numbers, enter the Inspection number in the text box and click the **Get** button.
- To add, update or delete a record, click the **Add** or **Update** or **Delete** buttons respectively.
- To print the Site Inspection Form, click the **Print** button.

### 5.1.4 To Update a Site Inspection Detail Record

- Click on the **Update** radio button. You can only edit the Inspection Number field.
- Enter a valid Inspection Number.
- Click the button labelled **Enter**.

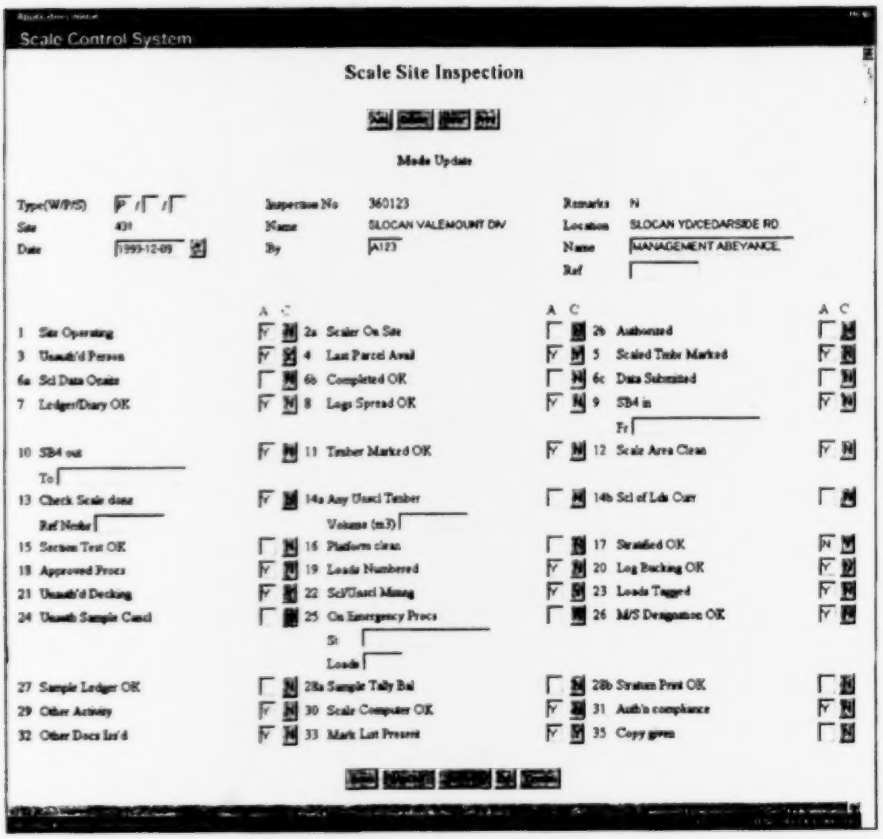


***Figure 5.4 Site Inspection Record Update Screen.***

- Enter 'Y' or 'N' in the text box beside the site inspection items. A button is provided beside each. Click on this button to edit remarks for that inspection. Remarks information will be displayed in a new window. Click **Enter** to save or **Cancel** to cancel the remarks.

- Click on the button labelled **Remarks** to edit the header remarks for the Site Inspection record. A new window will be displayed showing the remarks. The remarks can be edited and saved.

- Click the **Enter** button to save the changes for the Site Inspection Detail record.

- Click the **Whodidit** button to view the 'Whodidit' details.

- Click on **Add, View,** or **Delete** to add, view, or delete a record.

- Click **Exit**'to return to the Main Menu.

- Click the **Cancel** button to cancel the changes and return to the previous screen.

### 5.1.5 To Delete a Site Inspection Detail Record

- Click on the **Delete** radio button. You only edit the Inspection Number field.
- Enter a valid Inspection Number.
- Click the button labelled **Enter**.

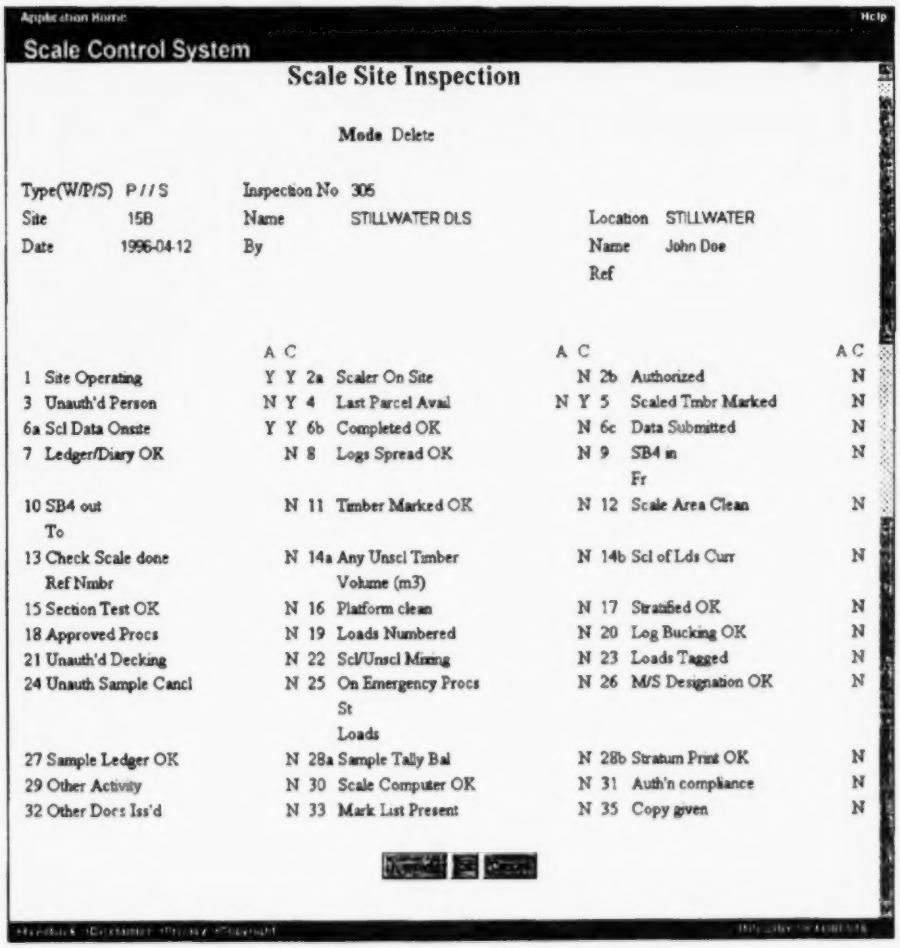
Application Home
Help
Scale Control System
Scale Site Inspection
Mode Delete
Type(W/P/S) P / / S
Inspection No 305
Site 15B
Name STILLWATER DLS
Location STILLWATER
Date 1996-04-12
By
Name John Doe
Ref
A C
1 Site Operating Y
3 Unauth'd Person N
6a Scl Data Onsite Y
7 Ledger/Diary OK N
10 SB4 out To N
13 Check Scale done Ref Nmbr N
15 Section Test OK N
18 Approved Procs N
21 Unauth'd Decking N
24 Unauth Sample Cancl N
27 Sample Ledger OK N
29 Other Activity N
32 Other Docs Iss'd N
A C
Y 2a Scaler On Site
Y 4 Last Parcel Avail
Y 6b Completed OK
N 8 Logs Spread OK
N 11 Timber Marked OK
N 14a Any Unscl Timber Volume (m3)
N 16 Platform clean
N 19 Loads Numbered
N 22 Scl/Unscl Mixing
N 25 On Emergency Procs St Loads
N 28a Sample Tally Bal
N 30 Scale Computer OK
N 33 Mark List Present
A C
N 2b Authorized N
N 5 Scaled Tmbr Marked N
N 6c Data Submitted N
N 9 SB4 in Fr N
N 12 Scale Area Clean N
N 14b Scl of Lds Curr N
N 17 Stratified OK N
N 20 Log Bucking OK N
N 23 Loads Tagged N
N 26 M/S Designation OK N
N 28b Stratum Print OK N
N 31 Auth'n compliance N
N 35 Copy given N

***Figure 5.5 Site Inspection Delete Screen.***

- Click the **Remove** button to delete the record permanently.

- Click **Exit** to return to the Main Menu without deleting the record.
- Click the **Cancel** button to return to the previous screen without deleting the record.

## 5.2 Site Inspection Summary

***Figure 5.6 Site Inspection Summary - Object Identification Screen.***

### 5.2.1 Displaying the Site Inspection Summary Screen

- This screen is displayed by selecting the radio button labelled **Site Inspection Summary** and clicking the button labelled **Enter** on the Main Menu screen.

### 5.2.2 To View Site Inspection Summary

- Enter a valid Scale Site ID.
- Click the **Enter** button.
- The Site Inspection Summary screen will be displayed.

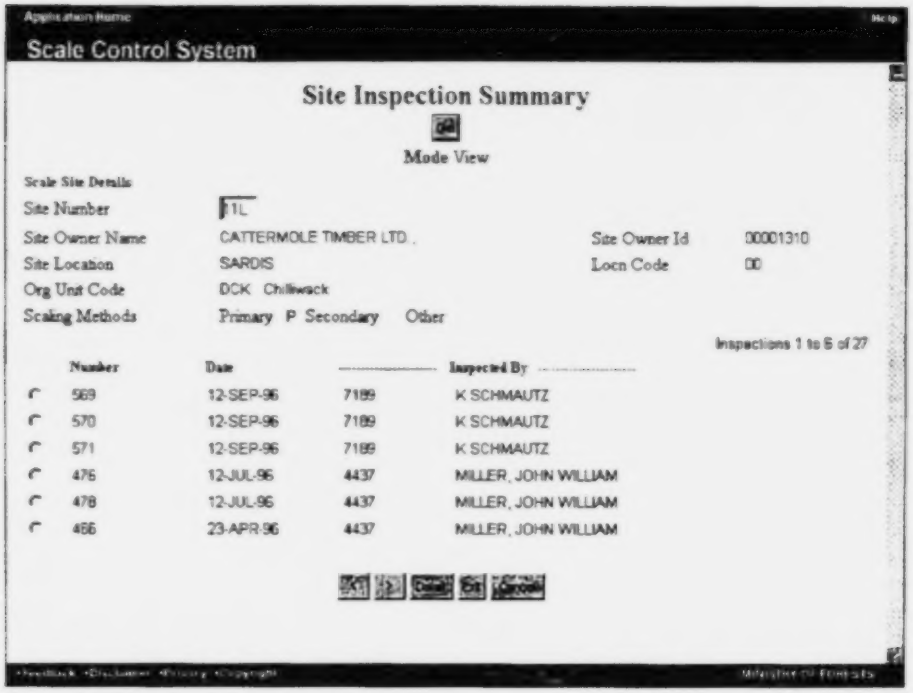


***Figure 5.7 Site Inspection Summary Screen.***

- To view the Site Inspection Summary of other sites, enter the new site id in the textbox and click the **Get** button.
- A maximum of six records are displayed on the screen at a time. If there are more than six records, you can navigate through them with the **< (previous)** or **> (next)** buttons.
- To view a Site Inspection Detail for a particular site, select the radio button beside it and click the **Detail** button. The Site Inspection Detail screen will be displayed in View mode.
- Click the **Exit** button to return to the Main Menu.
- Click the **Cancel** button to return to the previous screen.

## 5.3 General Inquiry Scalers

*Figure 5.8 General Inquiry Scalers - Object Identification Screen.*

### 5.3.1 Displaying the General Inquiry Scalers Screen

- This screen is displayed by selecting the radio button labelled **General Inquiry Scalers** and clicking on the **Enter** button on the Main Menu screen.

### 5.3.2 To View the details of General Inquiry Scalers

- Select an Org Unit Code from the list.
- Click on the button labelled **Enter**.
- The Authorised Scaler Query List Screen is displayed.

***Figure 5.9 Authorized Scaler Query List Screen.***

- To view Scaler details, click the radio button beside the displayed Scaler, then click the button labelled **Detail**. The Scaler Base Record View screen will be displayed.
- To view the Scaler's Authorizations, click the radio button beside the displayed Scaler, then click the button labelled **Auth List**. The Authorised Scaler Query List (Detail) Screen is displayed.
- Click the button labelled **Print** to print the Authorised Scaler Query List screen.
- To view the authorised scalers for another org unit, enter the org unit code in the textbox and click the button labelled **Get**.
- You can navigate through the records by clicking the **Next >>** or **<< Prev** buttons if there are more than 10 records.
- Click the **Exit** to return to the Main Menu.
- Click the **Cancel** button on the General Inquiry Scalers Object Identification screen.

**To View Authorised Scaler Query List (Detail) Screen**

- On the Authorised Scaler Query List Screen, select a record by clicking on the radio button, then click on the button labelled **Auth List**.

***Figure 5.10 Authorized Scaler Query List (Detail) Screen.***

- To View Scaler Authorization details, select a record by clicking the radio button beside the record, then click the button labelled **Detail**. The Scaler Authorization View Screen will be displayed.

## 5.4 General Inquiry Sites Screen

*Figure 5.11 General Inquiry Sites - Object Identification Screen.*

### 5.4.1 Displaying the General Inquiry Sites Screen

- This screen is displayed by selecting the radio button labelled **General Inquiry Sites** and clicking the **Enter** button on the Main Menu screen.

### 5.4.2 To View the Details of General Inquiry for Site

- Select an 'Org Unit Code' from the list.
- Choose the sort option. Click the radio button beside the particular option to display the records sorted on that field.
- Click on the **Enter** button.
- The Active Scale Site Query list screen is displayed.

***Figure 5.12 Active Scale Site Query List Screen.***

- To view the site details of the sites displayed, click the radio button beside the site, and click the button labelled **Detail**. The Scale Site Base record will be displayed in the View mode.
- To print the Active Scale Site Report, click the button labelled **Print**.
- To get data for a different Region, enter the new Org unit code in the textbox and click the button labelled **Get**.
- You can navigate through the records by clicking on the **Next >>** or **<< Prev** buttons if there are more than 10 records.
- Click the button labelled **Exit** to return to the Main Menu.
- Click on **Cancel** to return to the previous screen.

# Report Handling 6

SCS reports are run from the "Scale Administration – Reports" screen. You can get to it by selecting the "Report Requests" radio button on the "Scale Administration - Main Menu" screen.

**SCS Reports Menu screen**

Scale Control System
Scale Administration - Reports
You can request the following reports:
1 Scaler Register
2 Authorized Scaler
3 Scale Site Register
4 Scaler Upgrade Requirements List
5 Check Scale Activity
6 Check Scale Analysis
7 Mark/Site Designation
8 Designated Mark Billing
9 Designated Mark Exception
12 Scale Site Inspection Activity
13 Species/Grade Check Scale Analysis
14 Scale Site Inspection Analysis
15 Scaling Administration
16 District Scaling Activity
17 Scaling Exception Report
18 Check Scale Performance

*Figure 6.1 SCS Reports Menu Screen.*

This screen displays the following options for reports:

1. Scaler Register
2. Authorised Scaler
3. Scale Site Register
4. Scaler Upgrade Requirements List
5. Check Scale Activity
6. Check Scale Analysis
7. Mark/Site Designation
8. Designated Mark Billing
9. Designated Mark Exception
10. Scaler Authorization Expiry Report
11. Site Authorization Expiry Report
12. Scale Site Inspection Activity
13. Species/Grade Check Scale Analysis
14. Scale Site Inspection Analysis
15. Scaling Administration
16. District Scaling Activity
17. Scaling Exception Report
18. Check Scale Performance

In SCS, when you choose any of the options above, you are taken to another screen where you are asked to enter the report parameters.

After the report request is submitted a message is displayed at the top of the Reports Menu screen saying that the report request has been successfully submitted.

Reports are sent to the email address you provide and are displayed in PDF format.

## 6.1 Scaler Register

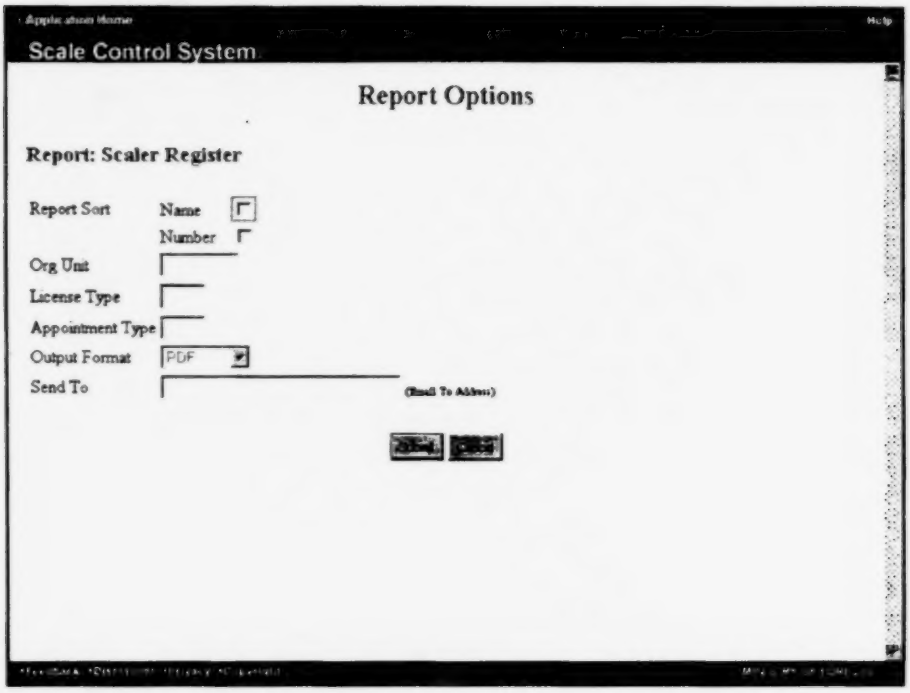


***Figure 6.2 Scaler Register Report Options Screen.***

- This screen is displayed when you click on the button labelled **Scaler Register**.
- Check the 'Name' check box to generate a report sorted by name, the 'Number check box to generate a report sorted by number, or check on both the boxes to generate a report sorted on both.
- Enter a valid 'Org Unit', 'License Type', and 'Appointment Type'.
- The output format cannot be edited. It is fixed to 'pdf'.
- Enter the email address to which the report will be sent.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.2 Authorized Scaler

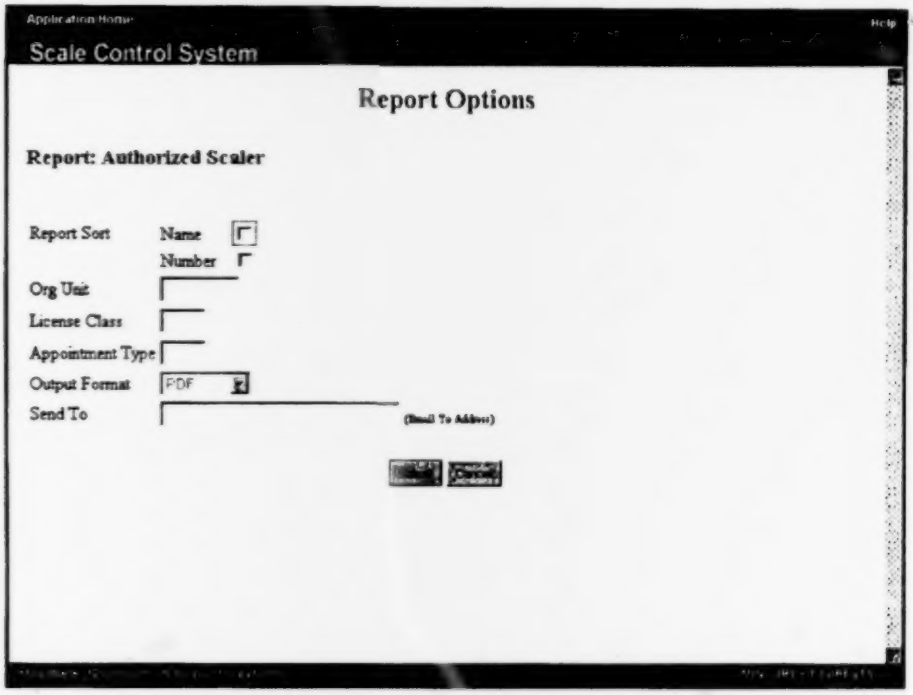


***Figure 6.3 Authorized Scaler Report Options Screen.***

- This screen is displayed when you click on the link labelled **Authorized Scaler**.
- Check the 'Name' check box to generate a report sorted by name, the 'Number' check box to generate a report sorted by number, or both the boxes to generate a report sorted on both.
- Enter a valid 'Org unit', 'License Class' and 'Appointment type'.
- The output format cannot be edited. It is fixed to 'pdf'.
- Enter the email address to which the report will be sent.
- Click the button labelled **Submit** to generate the Report and send it to the specified address.

## 6.3 Scale Site Register

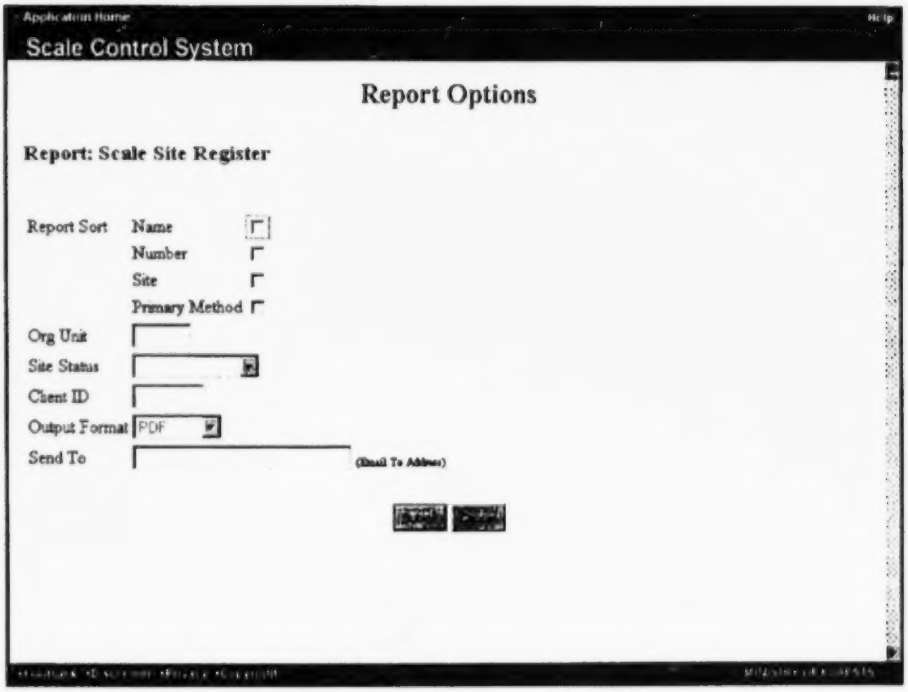


***Figure 6.4 Scale Site Register Report Options Screen.***

- This screen is displayed when you click the button labelled **Scale Site Register**.
- Check on one of the check boxes labelled 'Name', 'Number', or 'Site' to generate a report sorted on the above fields.
- Check on the field 'Primary Method' to generate a report sorted on primary field.
- Enter a valid 'Org unit', 'Site Status', and 'Client ID'.
- The output format cannot be edited. It is fixed to 'pdf'.
- Enter the email address to which the report will be sent.
- Click the button labelled **Submit** to generate the report and send it to the specified address

## 6.4 Scaler Upgrade Requirements List

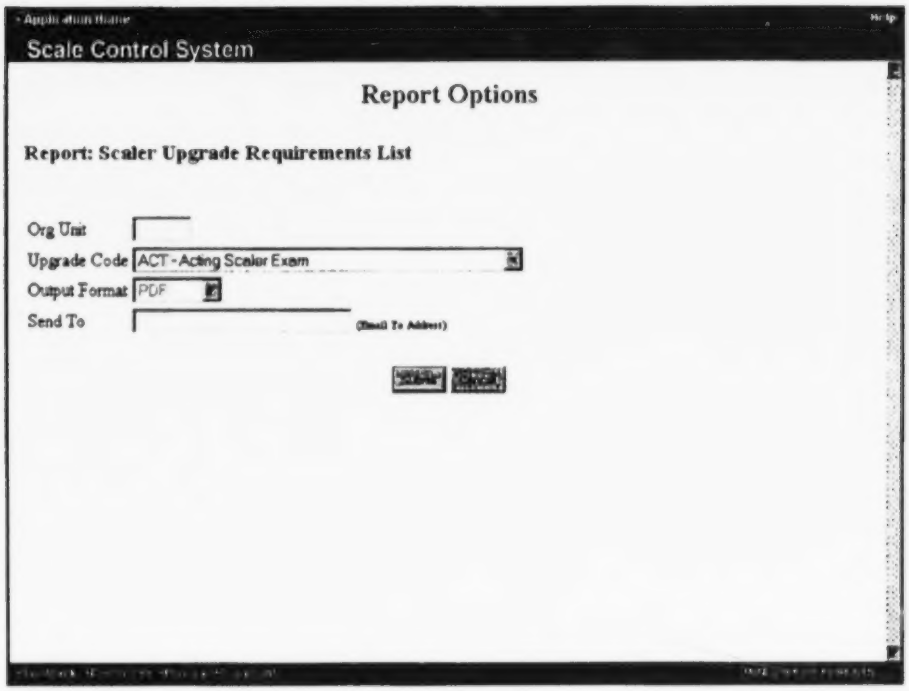


***Figure 6.5 Scaler Upgrade Requirements List Report Options Screen.***

- This screen is displayed when you click the button labelled **Scaler Upgrade Requirements List**.
- Enter a valid 'Org unit' and 'Upgrade code'.
- The output format cannot be edited. It is fixed to 'pdf'.
- Enter the email address to which the report will be sent.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.5 Check Scale Activity

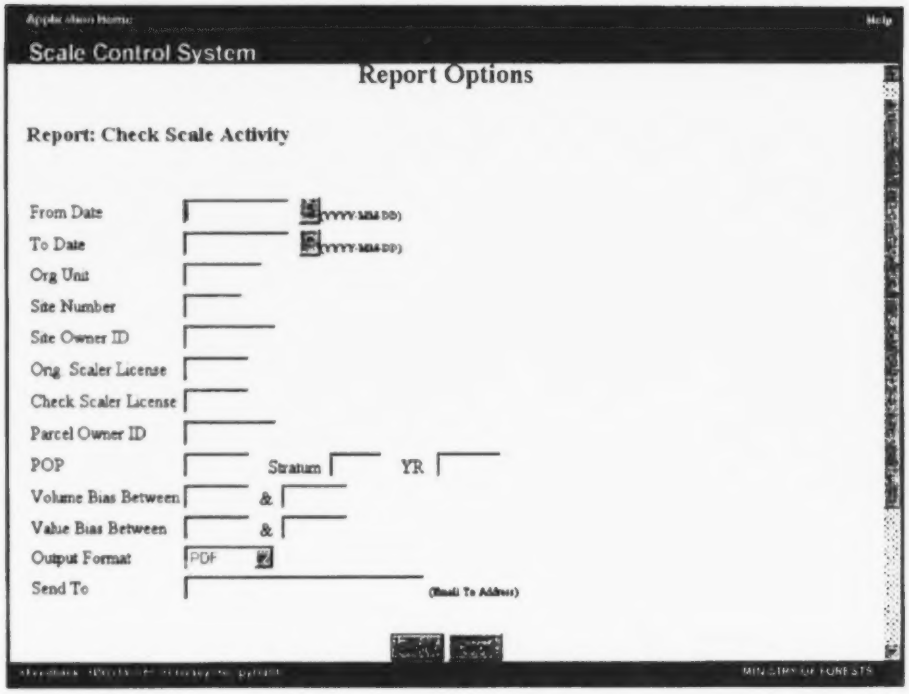


***Figure 6.6 Check Scale Activity Report Options Screen.***

- This screen is displayed when you click on the button labelled **Check Scale Activity**.
- Enter valid a **From Date** and **To Date** in the format 'YYYY-MM-DD', or use the calendar provided by clicking on the button labelled *.
- Enter valid values for all other fields displayed on the screen.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click the button labelled **Submit** to generate the Report and send it to the address specified.

## 6.6 Check Scale Analysis

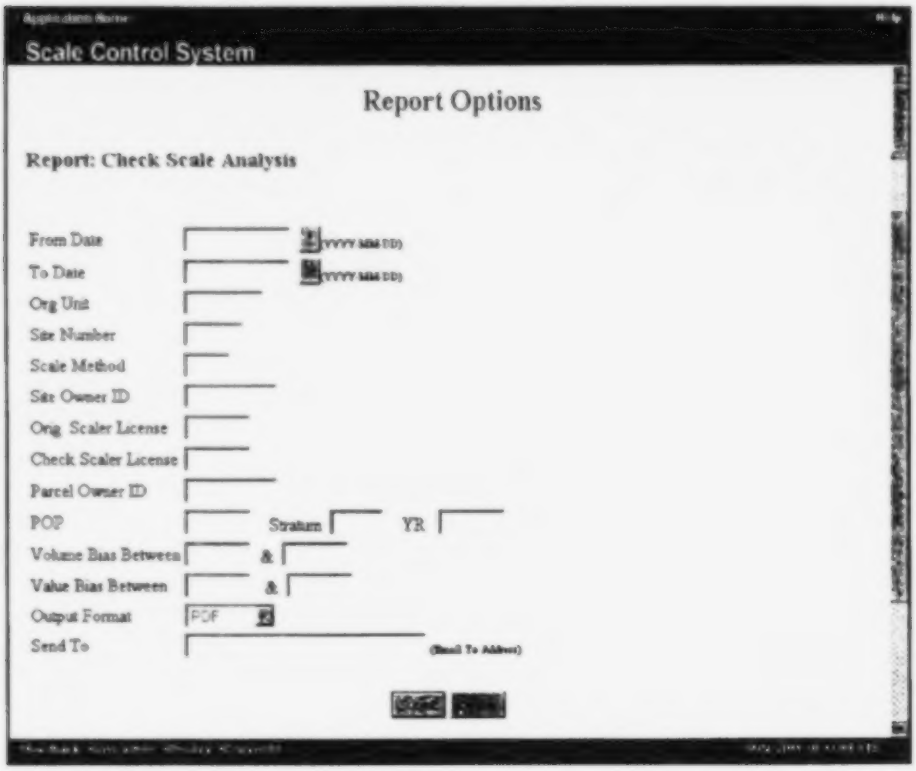


*Figure 6.7 Check Scale Analysis Report Options Screen.*

- This screen is displayed when you click the button labelled **Check Scale Analysis**.
- Enter a valid **From Date** and **To Date** in format 'YYYY-MM-DD', or use the calendar provided by clicking on the button labelled *.
- Enter valid values for all other fields displayed on the screen.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click on button labelled **Submit** to generate the report and send it to the address specified.

## 6.7 Mark/Site Designation

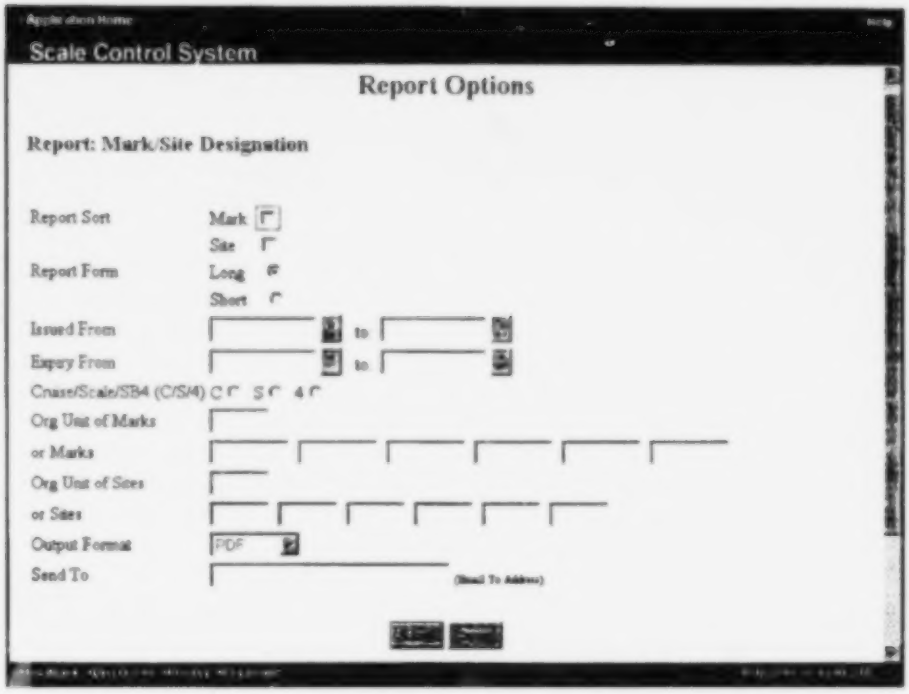


***Figure 6.8 Mark Site Designation Report Options Screen.***

- This screen is displayed when you click the button labelled **Mark/Site Designation**.
- Check the 'Mark' check box to generate a report sorted by Timber Mark, the 'Site' check box to generate a report sorted by site, or on both the boxes to generate a report sorted on both.
- Click the radio button labelled 'Long' to generate the report in long format or 'short' to generate the report in short format.
- Enter the time period for issue dates and expiry dates. You may enter the dates in the format 'YYYY_MM_DD' or click on the button labelled * to open a calendar and select the date.
- Enter the 'Org Unit' of Marks and Sites.
- Enter the email address to which the report will be sent.

- The output format cannot be edited. It is fixed to 'pdf'.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.8 Designated Mark/Billing

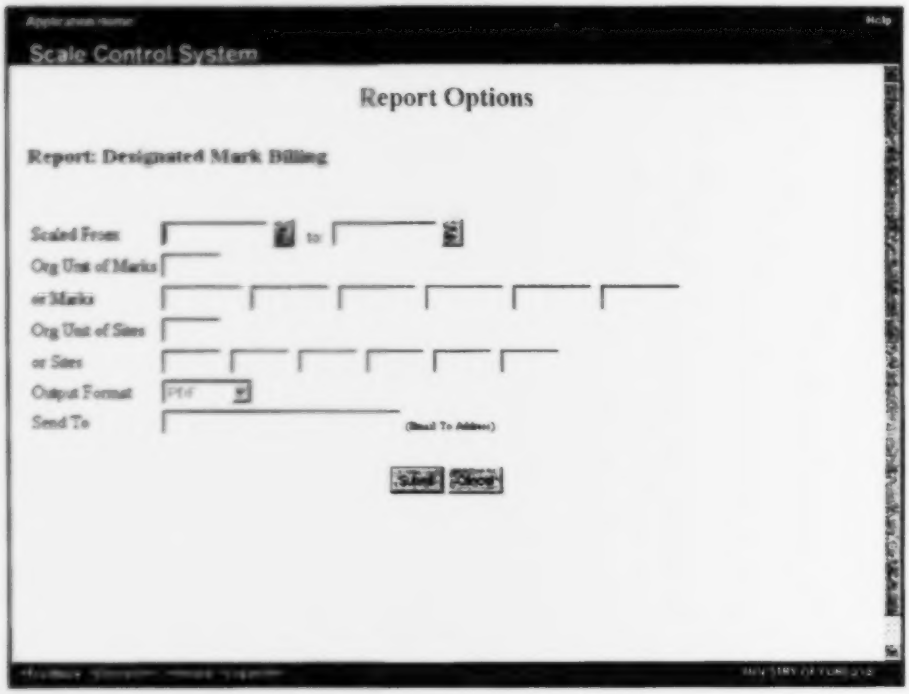


***Figure 6.9 Estimated Mark Billing Report Options Screen.***

- This screen is displayed when you click the button labelled **Designated Mark/Billing**.
- Enter the time period for scaling. You may enter the dates in format 'YYYY-MM-DD', or click on the button labelled * to open a calendar and select the date.
- Enter a valid 'Org Unit' of Marks and Sites.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.9 Designated Mark Exception

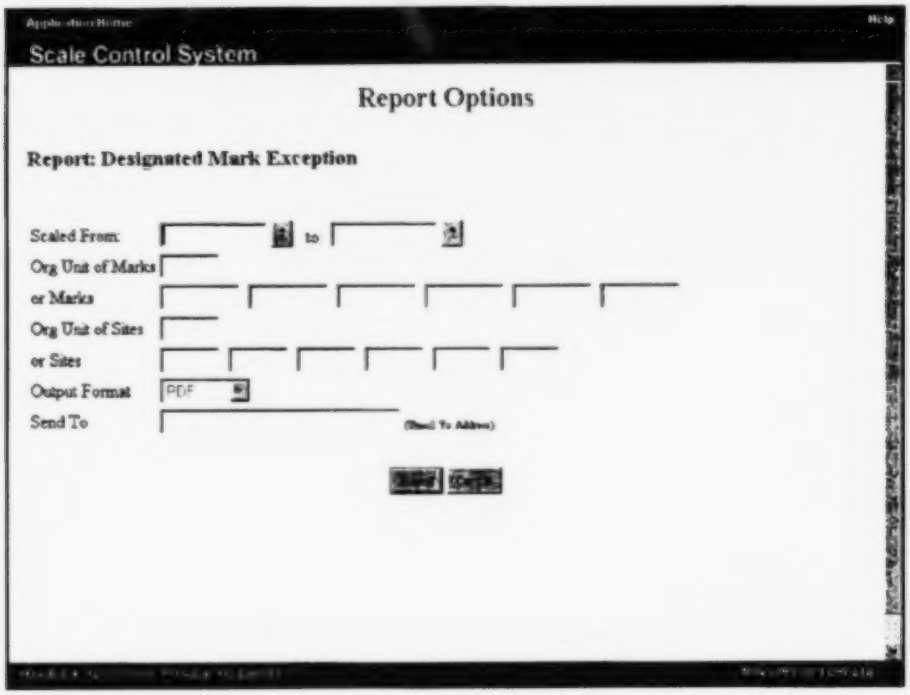


***Figure 6.10 Designated Mark Exception Report Options Screen.***

- This screen is displayed when you click the button labelled **Designated Mark Exception**.
- Enter the time period for scaling. You may enter the dates in format 'YYYY-MM-DD', or click on the button labelled * to open a calendar and select the date.
- Enter a valid 'Org Unit' of Marks and Sites.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.10 Scaler Authorization Expiry Report

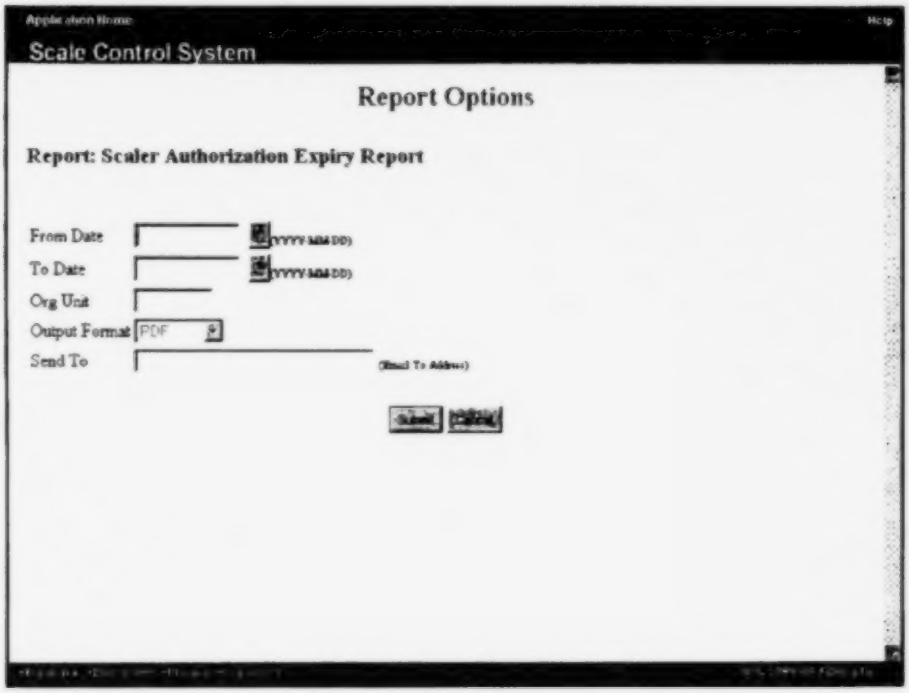


***Figure 6.11 Scaler Authorization Expiry Report Options Screen.***

- This Screen is displayed when you click the button labelled **Scaler Authorization Expiry Report**.
- Enter the time period for Scaler Authorization. You may enter the dates in format 'YYYY-MM-DD' or click on the button labelled * to open a calendar and select the date.
- Enter a valid 'Org Unit'.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.11 Site Authorization Expiry Report

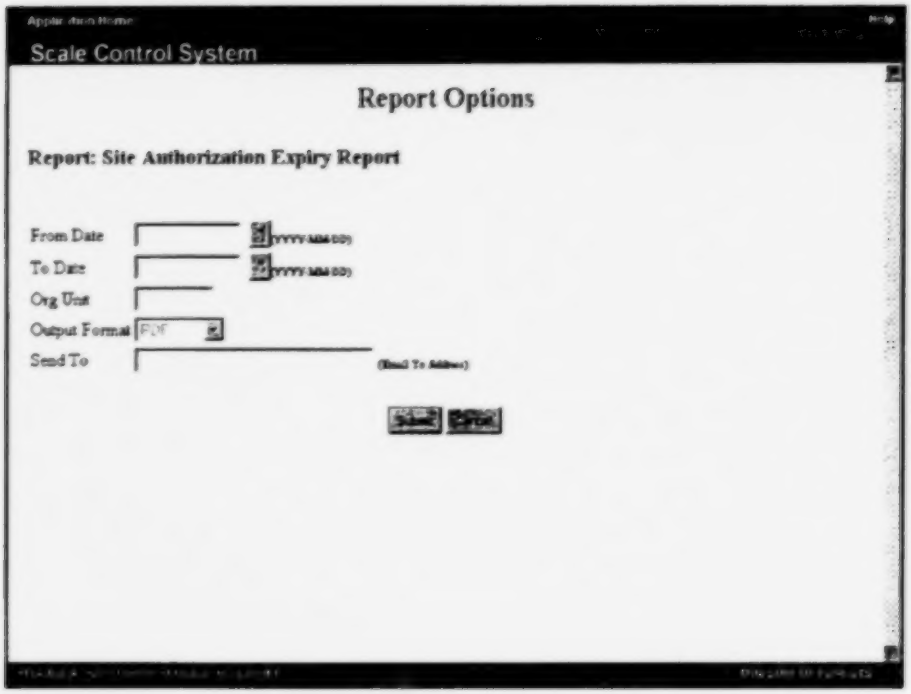


***Figure 6.12 Site Authorization Expiry Report Options Screen.***

- This screen is displayed when you click the button labelled **Site Authorization Expiry Report**.
- Enter the time period for the Site Authorization. You may enter the dates in format 'YYYY-MM-DD', or click on the button labelled * to open a calendar and select the date.
- Enter the 'Org Unit'.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.12 Scale Site Inspection Activity Report

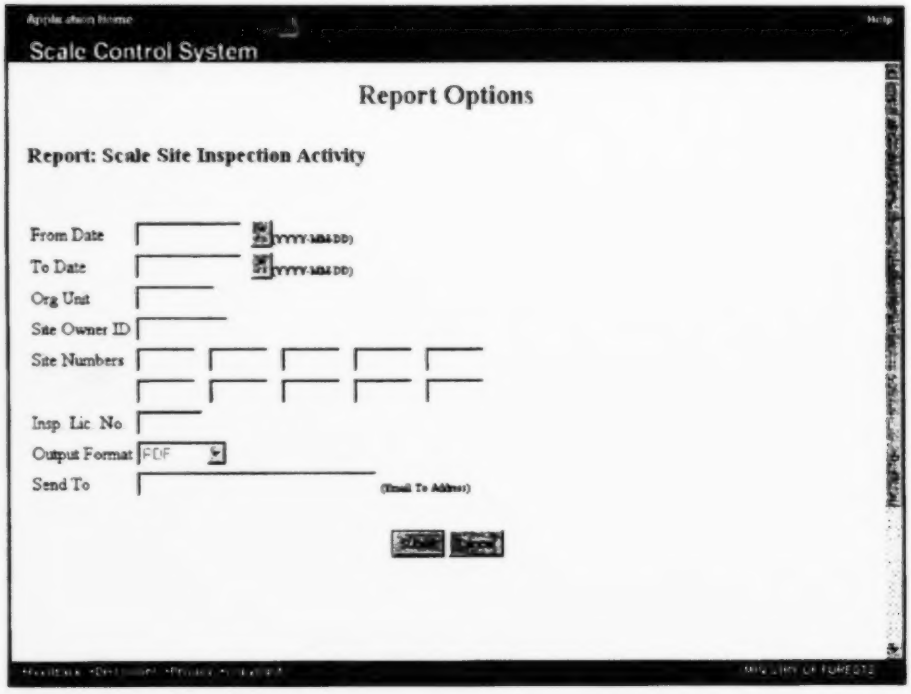


***Figure 6.13 Site Inspection Activity Report Options Screen.***

- This screen is displayed when you click the button labelled '**Site Inspection Activity Report**'.
- Enter the time period for the Site Inspection. You may enter the dates in format 'YYYY-MM-DD' or click on the button labelled * to open a calendar and select the date.
- Enter a valid 'Org Unit' and 'Site Owner ID'.
- Enter the Site Numbers and Inspection License Number.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.13 Species/Grade Check Scale Analysis

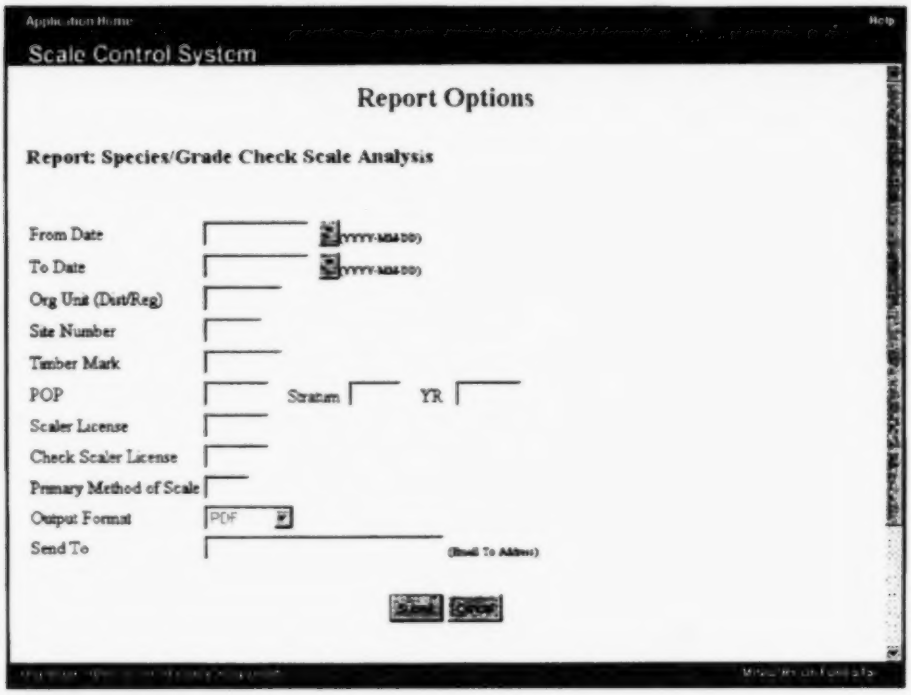


***Figure 6.14 Species Grade Check Scale Analysis Screen.***

- This screen is displayed when you click the button labelled **Species/Grade Check Scale Analysis**.
- Enter the time period for check scale. You may enter the dates in format 'YYYY-MM-DD', or click on the button labelled * to open a calendar and select the date.
- Enter the 'Org Unit', 'Site Number', 'Timber mark', 'population', 'Stratum', 'year', 'Scaler License', 'Check Scaler License' and 'Primary Method of scale'.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.14 Scale Site Inspection Analysis

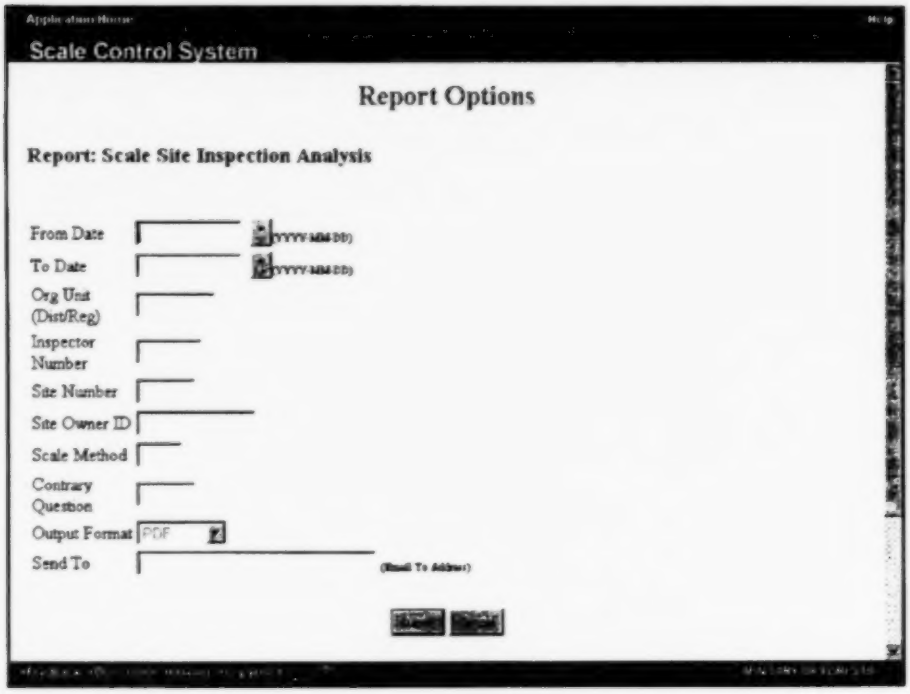


***Figure 6.15 Scale Site Inspection Analysis Report Options Screen.***

- This screen is displayed when click the button labelled **Scale Site Inspection Analysis**.
- Enter the time period for check scale. You may enter the dates in format 'YYYY-MM-DD' or click on the button labelled * to open a calendar and select the date.
- Enter a valid 'Org Unit', 'Inspector number', 'Site Number', 'Site Owner ID', 'Primary Method of scale' and 'Contrary Question'.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.15 Scaling Administration

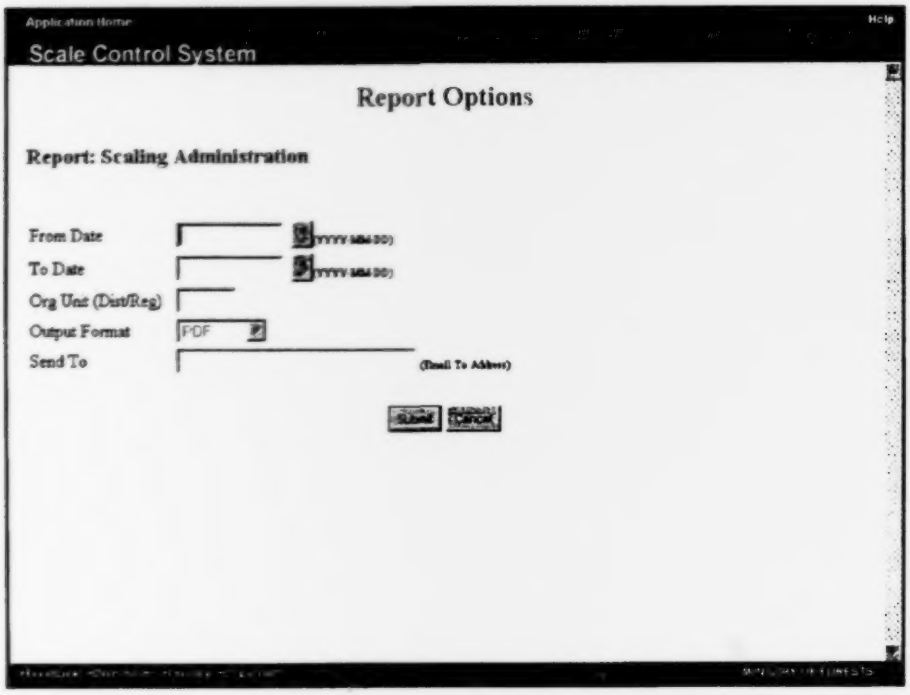


***Figure 6.16 Scaling Administration Report Options Screen.***

- This screen is displayed when click the button labelled **Scaling Administration**.
- Enter the time period. You may enter the dates in format 'YYYY-MM-DD' or click on the button labelled '*' to open a calendar and select the date.
- Enter a valid 'Org Unit' (District or Region) Code.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.16 District Scaling Activity

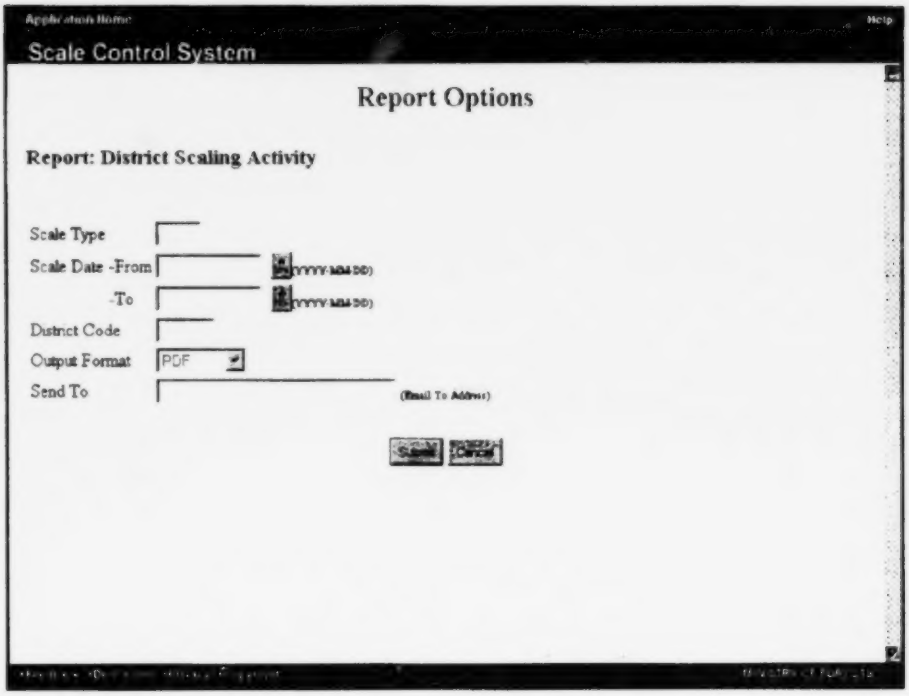


***Figure 6.17 District Scaling Activity Report Options Screen.***

- This screen is displayed when you click the button labelled **District Scaling Activity**.
- Enter the time period. You may enter the dates in format 'YYYY-MM-DD' or click on the button labelled * to open a calendar and select the date.
- Enter a valid 'Scale Type' and 'District Code'.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click on button labelled **Submit** to generate the report and send it to the address specified.

## 6.17 Scaling Exception Report

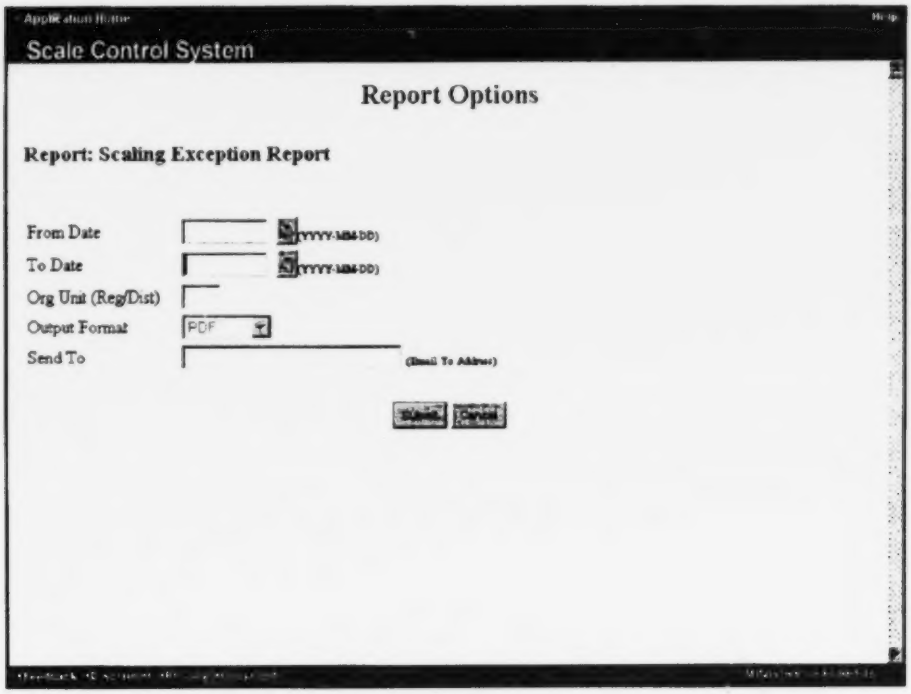


***Figure 6.18 Scaling Exception Report Options Screen.***

- This screen is displayed when you click the button labelled **Scaling Exception Report**.
- Enter the time period. You may enter the dates in format 'YYYY-MM-DD', or click on the button labelled '*' to open a calendar and select the date.
- Enter a valid 'Org Unit' (District or Region) Code.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.18 Check Scale Performance Report

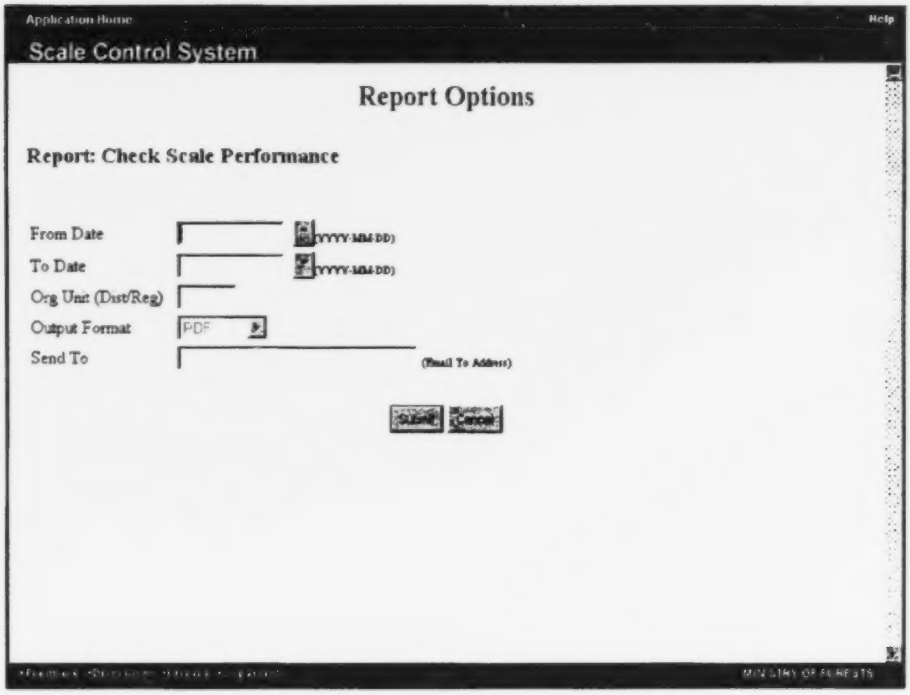


***Figure 6.19 Check Scale Performance Report Options Screen.***

- This screen is displayed when you click the link labelled **Check Scale Performance**.
- Enter the time period. You may enter the dates in format 'YYYY-MM-DD', or click on the button labelled * to open a calendar and select the date.
- Enter a valid 'Org Unit' (District or Region) Code.
- Enter the email address to which the report will be sent.
- The output format cannot be edited. It is fixed to 'pdf'.
- Click the button labelled **Submit** to generate the report and send it to the address specified.

## 6.19 Print from Screen Reports

Immediate reports are available with the print option available on the jsp pages.

Immediate Reports and Letters are available for:

| Screen Name | Letters | Reports |
|---|---|---|
| Table Maintenance | | Print Signature Block Report |
| Scaler Base Record | Print Scaler Appointment Letter | Print Scaler's Profile |
| Scaler Authorization | Print Scaler Authorization Letter | |
| Scale Site Base Record | Print Scale Site Authorization Letter | Print Designated Marks List Report (Current) |
| | | Print Designated Marks List Report (Expired) |
| | | Print Designated Marks Detail Report (Current) |
| | | Print Designated Marks Detail Report (Expired) |
| | | Print Site Inspection History Report |
| Site Inspection Detail | | Print Scale Site Inspection form |
| Check Scale Site | Print Check Scale Advisory Letter | |
| Check Scale Summary | | Print Check Scale Summary Report |
| General Inquiry Scalers | | Print Authorised Scaler Query List Report |
| General Inquiry Sites | | Print Active Scale Site Query List Report |

| | | |
|---|---|---|
| Mark/Site Designation screen | Print Mark/Site Designation letter | Print Mark/Site Screen dump report |
| Scaling Software | | Print Scaling Program Register Report |

A button labelled **Print** is available on the screens of the above modules.

### 6.19.1 Parameters

If more parameters are required, a screen is displayed which will provide these parameters.

After accepting the parameters, the generated report will appear in a new window.

You may use the browser's print option to print the report.

### 6.19.2 Auto Print Option

Many screens display an option called 'Autoprint'. Setting 'Autoprint' to 'Y' will prompt the print option after submitting the information.

### 6.19.3 Draft / Final Option

In the case of printing letters, there is an option to print them as 'Draft' or 'Final'. Set the option to 'Draft' for printing a draft letter.

If you want to print the final letter, set the option to 'Final' and print the letter. The letter will be available for printing and the database will be updated with the information that the letter is printed.

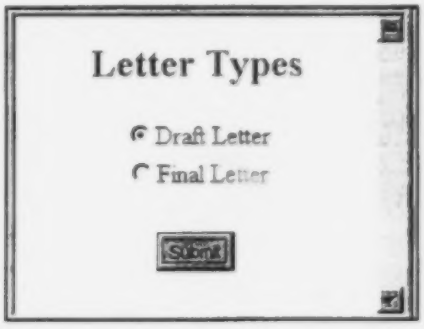


***Figure 6.20 Letter Options Draft/Final Screen.***

### 6.19.4 Signature Block (for Letters)

Before printing Letters a Signature Block screen is displayed. This screen will accept Signature Name and Signature Title from the User. This data is used for printing letters.

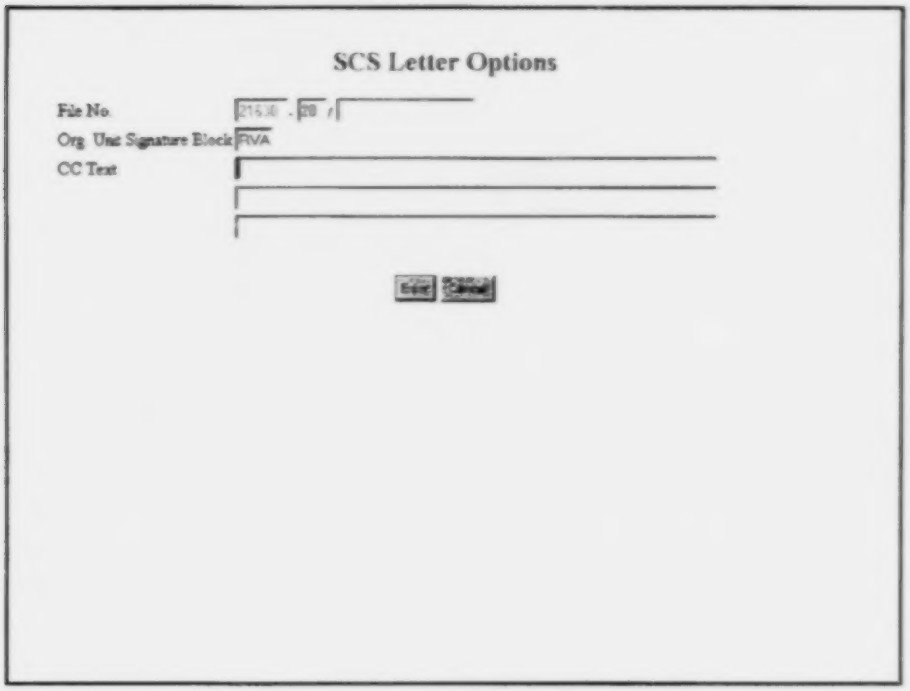


***Figure 6.21 SCS Letter Options Screen.***

- Enter File Number, Org Unit of the Signature Block and cc text (if applicable) and click the button labelled **Enter**.
- A new screen will be displayed having signatures corresponding to the org unit code entered. You can choose the signature name/title to be printed on the letter.

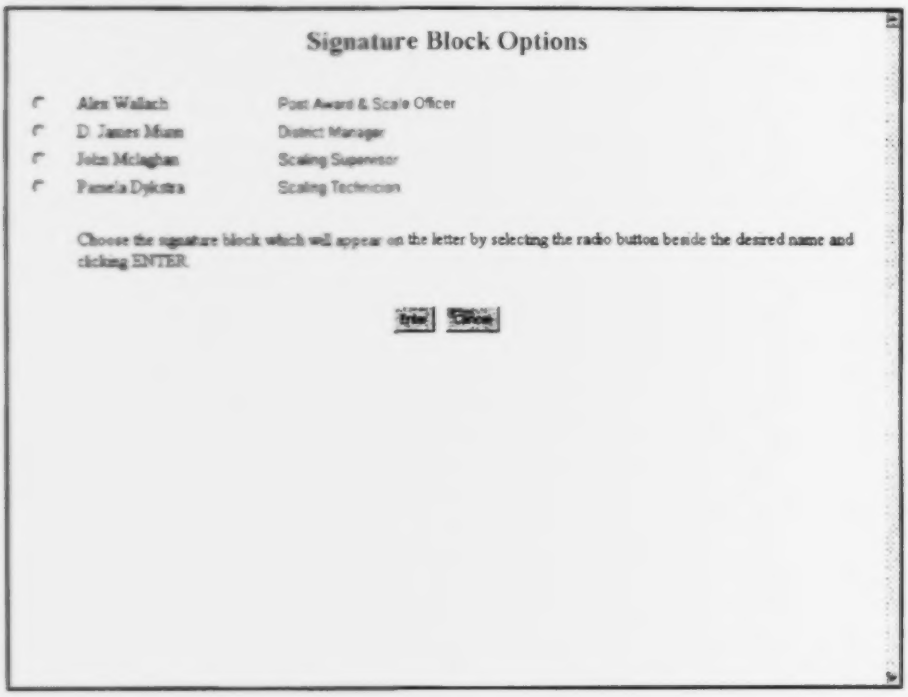
Signature Block Options
Alex Wallach
Post Award & Scale Officer
D. James Munn
District Manager
John Mclaghan
Scaling Supervisor
Pamela Dykstra
Scaling Technician
Choose the signature block which will appear on the letter by selecting the radio button beside the desired name and clicking ENTER.

***Figure 6.22 Signature Block Options - Letters Screen.***

- Click on the signature that is applicable to the letter and click the button labelled **Enter** to view the letter. The letter will be displayed on a new screen.

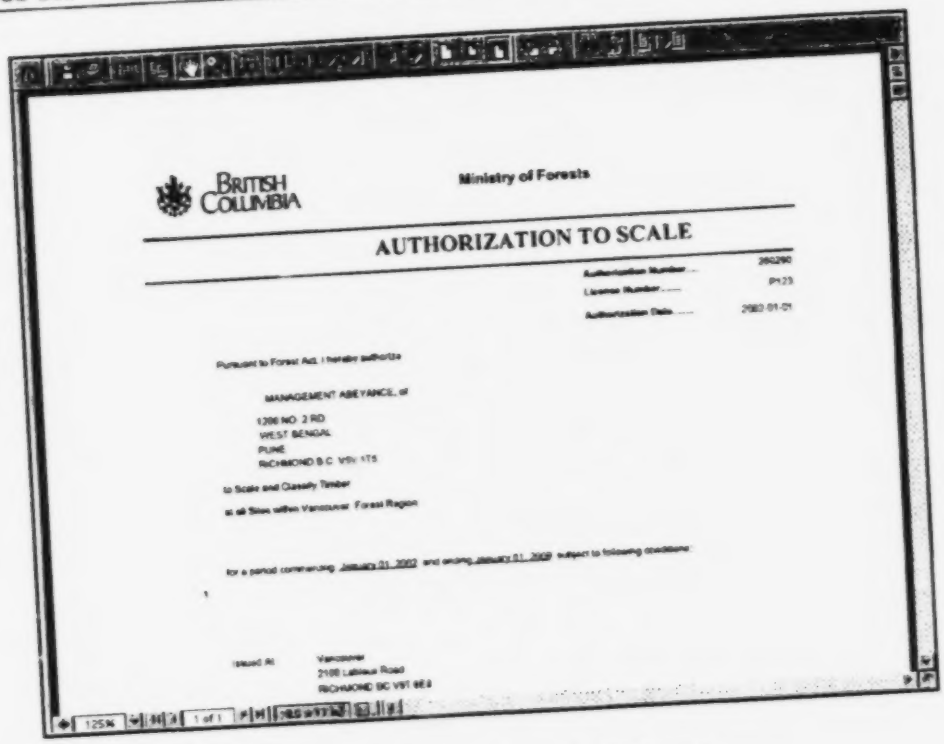


*Figure 6.23 Sample Letter 'pdf' Format.*

To print the letter/report, click the button with icon on this screen.

# Appendices

# Appendix I Batch Programs

There are two Batch programs for SCS. They are SCSA24 (Status Run Report) and SCSA38 (Central Invoicing Batch Run / Sample Tally Data Batch Run).

## A1.1 SCSA24: Status Run Report

The Status Run batch report identifies and updates the status of Scaler Authorisations, Appointments, Licenses, Site Authorisations and Scaling Program Certifications. It inserts the updated information into the Bridge Table.

The Status Run batch report displays:

1. Total number of Scaler authorisations and appointments with:
   - Status set to 'Expired'.
   - Status set from 'Invalid' to 'Valid'.
   - Status set from 'Suspended' to 'Valid'.
2. Total number of Scaler licenses with:
   - Status set to 'Expired'.
   - Status set from 'Suspended' to 'Valid'.
3. Total number of Site Authorisations with:
   - Status set to 'Expired'.
   - Status set from 'Invalid' to 'Valid'.
   - Status set from 'Suspended' to 'Valid'.
   - Status set to 'Cancelled'.
4. Total number of Scaling Program certifications with:
   - Status set to 'Expired'.
   - Status set from 'Valid' to 'Cancelled'.

## A1.2 SCSA38: Central Invoicing Batch Run / Sample Tally Data Batch Run

SCSA38 has six sections as below. Each section is printed on a new page.

1. Central Invoicing Batch Run:

    - Updated Scale Site Records are displayed with:

        - Site Number, Site Name, Site Location, Last Return and Scaled Volume for last 12 Months.

    - Updated Scaler Records are displayed with:

        - Scaler Number, Scaler Name, Forest District, Last Return, Scaled Volume for last 12 Months and Scaled Residue Volume for last 36 Months.

2. Sample Tally Data Batch Run:

    - Updated Scaler Records are displayed with:

        - Client Number, Client Name, Sample Volume for last 12 Months.

    - Updated Scaler Records are displayed with:

        - Client Number, Client Name, Total number of Samples for last 12 Months.

    - Updated Scale Site Records are displayed with:

        - Site Number, Site Name, Site Location and Sample Volume for last 12 Months.

    - Updated Scale Site Records are displayed with:

        - Site Number, Site Name, Site Location and Total number of.

        - Samples for last 12 Months.

## Appendix II Contacts

| Coast Forest Region | Name | E-mail | Postion | Location | Phone Number |
|---|---|---|---|---|---|
| Northern Interior Forest Region | Brian Cornelis | Brian.Cornelis@gems3.gov.bc.ca | Regional Scaling Officer | Prince George | (250) 565-6228 |
| Southern Interior Forest Region | Mark Blayney | Mark.Blayney@gems9.gov.bc.ca | Scaling Officer | Smithers | (250) 847-6395 |
| Southern Interior Forest Region | Stuart Sapinski | Stuart.Sapinsky@gems7.gov.bc.ca | Billing Coordinator | Kamloops | (250) 828-4107 |
| Branch | Mike Russell | Mike.Russell@gems7.gov.bc.ca | Scale Data Control Officer | Revenue Branch Victoria | (250) 387-8376 |

## Appendix III Security

The Scale Administration and Control System has seven different authorities that can be granted:

### Authority Levels

| | |
|---|---|
| Base Record Master | The authority to override SCS edits for updating and deleting scaler and site base records, licenses, authorisations and appointments. This authority is restricted to the System Owner (Technical Scaling Co-ordinator) and two alternates at Branch. |
| Check Scale Master | The authority to override SCS edits for updating and deleting check scales and inspections. This authority is restricted to the System Owner (Technical Scaling Co-ordinator), two alternates at Branch, the Regional Scaling Managers, and the District Scaling Supervisors. |
| General Update | The Authority to add, update, or delete all data except check scales and inspections. This authority is granted to scaling staff or people approved by the Regional Scaling Manager. |
| Restricted Update | Authority to add, update, or delete all check scale and inspection data. This authority is granted to Check Scalers, District Scaling Supervisors, Scaling Managers and Scaling Clerks. |
| General View | The authority to view all data except check scales and inspections. This authority is available to most staff. |
| Full View | The authority to view all check scale and inspection data. This authority is given to approved scaling staff. |
| SCS Reports | The authority to submit overnight batch reports. |

### Authority Groups

Users will generally fall into one of the following authority groups:

| **Group** | **Authority Levels** |
|---|---|
| General View Only | General View level only |
| View, Reports | General View and Full View<br>SCS Reports |
| Clerical | General View<br>General Update<br>SCS Reports |
| Check Scaler | General View<br>Full View<br>General Update<br>Restricted Update<br>SCS Reports |
| District Scaling Supervisor | General View<br>Full View<br>General Update<br>Restricted Update<br>SCS Reports<br>Check Scale Master |
| System Owner | General View<br>Full View<br>General Update<br>Restricted Update<br>SCS Reports<br>Check Scale Master<br>Base Record Master |

## Appendix IV Detail and Summary of Legal Framework

The Scale Administration and Control System (SCS) was created to assist the ministry in meeting legal requirements under the Forest Act. SCS supports the administration requirements for the following roles of the ministry:

1. Designating where timber must be scaled.
2. Authorising scale sites and setting scale site conditions.
3. Examining and licensing scalers.
4. Authorising scalers and setting all scaling procedures.
5. Setting scale data computation and control procedures and standards.
6. Assessing compliance with all procedures and standards.

Reference material for the legal framework, as it applies to SCS, can be found at the following web-sites:

*Forest Act:*

*Part 5, Timber Marking*: http://www.for.gov.bc.ca/tasb/legsregs/forest/foract/part5.htm

*Part 6, Timber Scaling:* http://www.for.gov.bc.ca/tasb/legsregs/forest/foract/part6.htm

*Scaling Regulation:* http://www.for.gov.bc.ca/tasb/legsregs/forest/faregs/scalreg/sr.htm

*Scaling Policy* (please refer to Chapter 13 – Revenue: Scaling):

http://www.for.gov.bc.ca/tasb/manuals/Policy/RESMNGMT/RM-TOC.HTM

*Scaling Manual:* http://www.for.gov.bc.ca/hva/manuals/scaling/index.htm

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